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A bulletin listing training available for interagency use is published annually by the Civil Service Commission. Information includes names of agencies offering interagency programs, general course descriptions, enrollment requirements, enrollment fees, addresses of office offering course and training site, dates and length of courses, and a place to call or write for more information. A wide variety of courses is offered, covering executive management, supervision, financial management, management analysis, personnel management, communications, office skills and practices, office skills and administration, supply management, specialized agency programs, and health and safety services. A calendar of interagency training programs and an index of courses by agency are included. (jf)

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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INTERAGENCY TRAINING PROGRAM 1968 - 1969

INTERAGENCY TRAINING PROGRAMS

BULLETIN

1968 · 1969

U.S. CIVIL SERVICE COMMISSION

INTERAGENCY TRAINING PROGRAMS

1968-1969

BUREAU OF TRAINING
U.S. CIVIL SERVICE COMMISSION

Preface

The Government Employees Training Act introduced the concept of interagency training throughout the Federal Government in 1958. Since then, interagency training has proved one of the most effective means of improving program operations by providing developmental opportunities for employees.

In spite of the success of interagency training programs during the first several years, there was an awareness of the need for evaluation and continuing improvement in the training of Federal employees. Therefore, President Johnson appointed a Task Force on Career Advancement in May 1966 to study, among several other problems related to training and education in the Federal service, the status of interagency training. The Task Force was asked to make recommendations, as a result of its findings, on how agencies may increase their involvement in interagency training. The Task Force recommended:

"That agency heads open their training programs to employees from other agencies;

That agency heads cooperate with each other and with the Civil Service Commission in continuing and expanding interagency programs;

That the Civil Service Commission identify major functional areas in which new or additional interagency training is needed;

That the Commission negotiate with the agency having prime responsibility for a function either to provide that training or to provide advice on course content; and

That the Commission take steps to have such courses set up and conducted as often as needed and in convenient locations in Washington, in the field, and overseas."

On April 20, 1967, shortly after the Task Force completed its study, the President issued Executive Order 11348, *Providing for the Further Training of Government Employees*. Regarding interagency training, the Order directs each agency and department head to:

"(d) Extend agency training programs to employees of other agencies . . . and assign his employees to interagency training whenever this will result in better training, improved service, or savings to the Government;

(e) Establish interagency training facilities in areas of substantive competence as arranged by the Civil Service Commission;"

The courses presented in this Interagency Training Programs Bulletin indicate your recognition of the value of interagency training, but there is more all of us can and must do. We need to establish closer working relations so that we may: (1) Approach interagency training as a team effort; (2) pool and develop our training resources to provide more and better programs; (3) exchange mutually useful information; and (4) reduce and eventually eliminate duplication of training efforts.

Introduction

Interagency Training Programs Bulletin
1968–1969

This annual Interagency Training Programs Bulletin is one of two documents designed to assist agencies in their planning for participation in interagency training. The other publication is the Monthly Calendar.

The Bulletin contains information on training available for interagency use during Fiscal Year 1969. This information consists of:

- names of agencies offering interagency programs
- general description of each course
- qualification for attendance at any course
- cost per person selected to attend
- the address of the office offering the course and training site
- dates and length of courses (Note: Since the Bulletin serves mainly to announce planned programs for the coming fiscal year, course dates are subject to change.)
- a contact point to call or write for additional information about any course.

Within the Bulletin, courses are grouped in major categories such as Supervision, Financial Management, Automatic Data Processing, etc. In the Table of Contents, however, courses which deal with more than one topic are listed under as many headings as the subjects covered. For example, a course entitled Introduction to ADP in Financial Management would be listed twice in the Table of Contents: under Financial Management and under Automatic Data Processing Skills and Administration.

This year for the first time, the Annual Calendar of Interagency Training Programs is included as an appendix to the Bulletin. The annual calendar, which preceeds the index of courses by agency in the back of the Bulletin, consists of tentative course dates, nomination deadlines, course titles, and course numbers. Its format is similar to that of the Monthly Calendars except that the Annual Calendar provides a list of courses for the entire Fiscal Year.

The Monthly Calendars, issued about the first of each month beginning with June, serve to update information in the Bulletin and the

Annual Calendar. Specifically, each monthly Calendar will list all courses scheduled for presentation during the subsequent two months. These calendars will provide the latest information about dates, courses titles and numbers, nomination deadlines, and any additions or deletions for the two month schedule.

Descriptions of courses developed after the Bulletin has gone to press will be sent to key agency training directors for further distribution within their agencies.

All courses, both in the Bulletin and Calendar, are identified by a two-letter symbol which indicates the agency offering the training, a course number, and the general subject area. For example, the Civil Service Commission course Supervision and Group Performance is identified in the Bulletin thus:

CS-7000-SPV
Supervision and Group Performance.

In the Calendar, this course appears thus:

Supervision and Group Performance CS-7000-SPV

This method of identifying courses in both documents is intended to facilitate the interchange and use of information common to both publications.

Acknowledgment

The success of this Bulletin is due in large part to the continuing efforts of the Committee on Interagency Training, composed of representatives of principal Government agencies. The Committee members make agency courses available for inclusion in the Bulletin, advise the Civil Service Commission on interagency training matters, and serve as focal points of interagency training information and assistance in their respective agencies.

Department of Agriculture	Dr. E. R. Draheim
Department of the Air Force	Mr. Milton J. Feldman
Department of the Army	Mr. Fred T. Wooten, Jr.
Atomic Energy Commission	Mr. Norman L. Linton
Bureau of the Budget	Mrs. Velma Baldwin
Central Intelligence Agency	Mr. Benjamin M. Racusin
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Federal Deposit Insurance Corporation	Mr. David O. Weaver
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SMITHSONIAN INSTITUTION	Mr. Joseph P. Eberly
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TREASURY DEPARTMENT	Mr. Sidney Mintz
U.S. INFORMATION AGENCY	Mr. James J. Halsema
VETERANS ADMINISTRATION	Mr. Paul Terry

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General Management

CS–7501–EXM

MANAGEMENT OF SCIENTIFIC AND ENGINEERING ORGANIZATIONS

Civil Service Commission

Two 5-days programs scheduled for October 14–18, 1968, March 3–7, 1969, will be held at the Civil Service Commission, 1900 E Street NW.

Description

The program is designed to increase awareness of the nature and scope of management responsibility and to suggest ways that the technically trained executive can perform more effectively in his important role as manager and administrator. It is conducted as an advanced seminar, with discussions focusing on such topics as: formulating and administering science and engineering budgets; utilization and development of human resources; communications requirements of modern science and technology; management of inhouse resources and contract programs; behavioral science research and its implications for managers of technical programs; and research and engineering management in industrial laboratories.

Who May Attend

Participation in this program is limited to approximately 25 scientists and engineers, GS–15 and above or equivalent who have management responsibility for science or engineering programs.

How To Make Nominations

Nominations should be submitted to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, by authorized agency officials. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued at later dates.

Other Information

Cost: $150 per participant. Agencies may obtain further information by calling 343–6152 or code 183, extension 6152.

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CS–7507–EXM

FINANCIAL MANAGEMENT FOR OPERATING EXECUTIVES

Civil Service Commission

To be scheduled. Each 4-day program will be held at the Civil Service Commission, 1900 E Street NW.

Description

The program consists of class sessions, readings, and a special project. Class sessions provide an understanding of basic economics and financial concepts and an integrated view of finance and management in a governmental environment. Topics cover the financial aspects of decisions on outputs and production capacity, operations control, and performance evaluations. Reading materials contain comprehensive, detailed information about specific management techniques for study after class sessions end. Approximately 500 pages of reading are assigned before class sessions begin. Each participant also is asked to analyze his operation and submit a short, written report at the first session.

Who May Attend

Federal managers, GS–15 and above or equivalent. (An identical program, "Financial Management for Program Administrators," is held for Federal managers below GS–15). Nominees should have major general management responsibilities. Executives with primary responsibilty in financial matters (budgeting, accounting, auditing) should not be nominated.

How To Make Nominations

Nomination-Registration for Training (Optional Form 37) should be submitted by authorized agency officials to the Director, Financial Management & PPBS Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. More detailed information will be given in a program announcement to be issued at a later date.

Other Information

Cost: $140 per participant. Further information may be obtained by telephoning area code 202–343–6136 (IDS code 183–6136).

CS–8000–EXM

IDEAS AND AUTHORS—SCIENCE AND GOVERNMENT

Civil Service Commission

Four 1-day sessions scheduled approximately 1 month apart beginning in January 1969 will be held at the Civil Service Commission, 1900 E Street NW.

Description

The purpose of this program is to provide an opportunity for experienced Federal scientists and science administrators to meet informally with authors whose books constitute significant contributions to better understanding of Government science relationships and the formulation of Federal science policies. To encourage fruitful interchange between the author and participants, each participant receives a copy of each book several weeks in advance of the meetings with the respective authors.

Who May Attend

The program is intended for Federal scientists, engineers, administrators, and managers with broad responsibility for the management of Federal science programs or for participating in the formulation of agency research and engineering policies. Nominations are limited to those serving at grade level GS–15 and above or in comparable positions.

How To Make Nominations

Nominations should be submitted to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, by authorized agency officials. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued at later dates. Agencies may designate substitutes to attend individual sessions, provided that such substitutes meet initial nomination requirements.

Other Information

Cost: $100 per participant. This will include the cost of the books to be provided to each participant. Agencies may obtain further information by calling 343–6152 or Code 183, extension 6152.

Public Administration and Policy

CS–7502–EXM

LEGISLATIVE OPERATIONS ROUNDTABLE FOR EXECUTIVES

Civil Service Commission

Two 5-day sessions scheduled for January 27–31, 1969 and May 19–23, 1969, will be held at the Civil Service Commission, 1900 E Street NW.

Description

The Roundtable is designed to provide Federal career executives with increased knowledge of the organization and operations of the Congress, the interrelationships between the legislative and executive branches, and the connection between legislative functions and agency program activities. Topics for roundtable discussions will focus on: Powers, functions and organization of the Congress; politics and congressional action; national policy formulation and pressures on the Congress; internal and external pressures on congressmen; Federal agency-congressional relations including appropriations, planning, and review of programs; trends and future of congressional executive relations within the American political system.

Who May Attend

Participation in this Roundtable will be open to about 30 Federal civilian and military executives who are at the GS–14 level (or equivalent) and above.

How To Make Nominations

Nominations should be submitted to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, by authorized agency officials. Confirmation of accepted nominations will be made in advance of the program. Deadline dates for receipts of nominations and confirmation of acceptance will be listed in the program announcement to be issued at a later date.

Other Information

The cost of the program—$150 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies. Agencies may obtain further information from the General Management Training Center, 343–6152 or code 183, extension 6152.

CS–7504–EXM

HEARING EXAMINERS AND THE REGULATORY PROCESS: CURRENT ISSUES, PROBLEMS AND DEVELOPMENTS

Civil Service Commission

Three 6-day sessions to be conducted in residence on November 17–22, 1968; February 9–10, 1969; and May 4–9, 1969.

Description

This program is designed for hearing (trial) examiners, and it is developed to assist in meeting the broad and continuing educational and developmental needs for the hearing examiners. The design of the course, the teaching techniques employed, and the background of the resource people will contribute to the enlargement of judicial acumen regarding the characteristics and essential qualities of the following:

A. The hearing examiner's role in Government in the agency to which he is attached and the society which is affected by the decisions which he makes.
B. The economic, social, and political systems, how they operate and change, and how hearing examiner activity relates to these systems.
C. The functions and processes of regulation and the relationships between regulatory responsibilities, governmental programs and quasi-judicial activities.
D. The administrative and structural aspects of organizations, how these effect the hearing examiner and relate to his own needs for administrative skills.
E. The developments in law, including those in the Administrative Procedures Act, concentrating on matters such as (a) the judicial aspects of the hearing examiner activity and (b) the court and agency decisions affecting the limits of the examiner's discretion and authority.
F. Philosophy and logic, in addition to scientific and technolgical aspects of law and government and the activity of the hearing examiners concerned.

Who May Attend

Participation in the program on the Administrative Process is open to all hearing (trial) examiners in the classification series GS–935.

How To Make Nominations

Nominations should be submitted to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, by authorized agency officials. Confirmation of accepted nominations will be made in advance of the program. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued at a later date.

Other Information

The cost to the agency will be $175 per person. The cost for living accommodations and meals will be paid by each individual participant out of his per diem. Agencies may obtain further information by calling the General Management Training Center, 343–6152 or code 183, extension 6152.

CS–7505–EXM

FEDERAL-STATE-LOCAL ADMINISTRATION OF PUBLIC HEALTH PROGRAMS: AN INSTITUTE IN INTERGOVERNMENTAL RELATIONS

Civil Service Commission

Two 5-day programs scheduled for January 13–17, 1969 and June 2–6, 1969, will be held at the Civil Service Commission, 1900 E Street NW.

Description

The nation's strength and prosperity are predicated upon the health of its citizens, individually and collectively. Although the Federal Government is expected to provide leadership in this area, satisfactory standards of public health can be maintained only by a complete effort and involvement on the part of the public and private sectors of the society. The effectiveness of the public effort centers on the Federal-State-local partnership in the public health area. Although the public health service is generally thought to be the main center of health activity within the Federal Government, major health programs are found in the other constituent agencies of the Department of Health, Education, and Welfare, and among a number of Federal agencies other than HEW. Included are the AEC, NASA, OEO, SBA, VA and the Departments of Agriculture, Defense, Interior, Justice, Labor, and State. Most of these agencies conduct health programs which involve State and local governments, and their programs in the public health field. The purpose of the institute is to explore problems that confront executives who have responsibilities for the administration of intergovernmental health programs, as well as those Federal executives whose job assignments require knowledge and understanding of intergovernmental relations, focusing on public health programs and problems.

Some of the topical areas to be considered in the institute are:

- The legal and political setting for intergovernmental cooperation.
- The public health framework—broad-guage implications.
- The current status of the Federal-State-local partnership in public health.
- State and local machinery for the administration of public health programs.
- Problems of Federal interagency coordination in the public health field.
- The private health sector and its relatedness to governmental programs and planning.
- Social change and social planning as related to the strategies and tactics of administering health programs.
- Intergovernmental relations and of the "Comprehensive Health Planning and Public Health Services Amendments of 1966," including an assessment of State and area-wide comprehensive planning.

In addition, the program encourages participants to analyze the overall requirements and responsibilities of the Federal system and of their own agencies as they relate to intergovernmental relations and the administration of public health programs.

Who May Attend

Participation in the institute is generally restricted to executives GS-14 and above (or equivalent) in any Federal agency. Agencies are encouraged to send officials from the field as well as the central office.

How To Make Nominations

Nominations should be submitted by the authorized agency officials to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

Cost: $150 per participant. Agencies may obtain further information by calling 343-9441 or code 183, extension 39441.

CS–7506–EXM

INSTITUTE FOR EXECUTIVES IN SCIENTIFIC PROGRAMS: SCIENCE AND GOVERNMENT POLICY

Civil Service Commission

Two 5-day programs scheduled for November 18–22, 1968; June 2–6, 1969, will be held at the Civil Service Commission, 1900 E Street NW.

Description

The Institute provides scientists and engineers and key administrators of scientific organizations an opportunity to explore important concepts and issues pertaining to the organization and administration of research and engineering activities of the Federal Government. It is conducted as an advanced seminar, with discussions focusing on such topics as the criteria for choice among scientific programs, the budget for science, technological innovation as an element of economic growth, scientific manpower as a problem of national policy, science in world affairs, the organization of the scientific activities of the Federal Government, and the impact of Federal science programs on our universities.

Who May Attend

Participation is limited to approximately 25 scientists and engineers and science administrators, GS–15 or above, who have responsibility for formulating policy or program goals for scientific, engineering, or professional programs in the physical or life sciences, or for significant research and/or development activities. Participation of personnel from field R&D installations is encouraged.

How To Make Nominations

Nominations should be submitted to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, by authorized agency officials. Confirmation of accepted nominations will be made in advance of the program. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued at later dates.

Other Information

Cost: $150 per participant. Agencies may obtain further information by calling 343–6152 or code 183, extension 6152.

CS–7508–EXM

STATE GOVERNMENT AND ADMINISTRATION—PROGRAMS—PROBLEMS—PLANNING

An Institute in Intergovernmental Relations

Civil Service Commission

A 5-day program scheduled for October 28–November 1, 1968, will be held at the Civil Service Commission, 1900 E Street NW.

Description

Federal, State, local relations is a subject of significance because it is concerned with the best ways of getting at the substantive problems of people. In order to deal with these problems, one must be concerned with matters of structure, procedure and relationships in government. Recent Congressional enactments in such functional areas as highway construction, public education, health and welfare, natural resources and many others suggest the expanding and dynamic character of intergovernmental programs.

Because of rapid changes in political and governmental institutions, there is a need for updated information on the progress or lack of progress by the States to improve their capabilities for effective cooperation in intergovernmental programs. It is also important to reexamine the attitudes of State leaders and administrators with regard to Federal programs and the role of the State.

As intergovernmental programs become of increasing practical importance in the daily lives of all citizens, it magnifies the need for current knowledge of intergovernmental relations by Federal administrators who are responsible for executing national policies. It is also essential that there be an exchange of experiences gained by administrators in the performance of functions arising from intergovernmental programs. The specific purpose of this institute is to explore problems that confront administrators who have responsibilities for intergovernmental programs or whose program responsibilities may relate to intergovernmental relations. Special emphasis will be placed on State government and administration. The length of the institute restricts it to a selective treatment of illustrative problems and programs in the functional areas of intergovernmental relations. The sessions will be structured to devote considerable attention to:

- The theoretical, legal, and political setting for intergovernmental relations.
- State and local mechanisms for administering federally sponsored programs.
- Executive participation in intergovernmental policymaking; the Federal agency as an instrument of intergovernmental relations.

- Fiscal and economic problems in intergovernmental relations.
- Federal, State, local cooperation in selected functional areas, e.g., health, education, natural resources, crime control, transportation, etc.
- State response to the social and financial problems of urban areas, including inadequate housing, low standards of living, racial tensions, etc.
- The State Legislature as its operational behavior affects intergovernmental cooperation.
- The regional approach to intergovernmental relations.
- Intergovernmental programs and problems of adequate personnel and staff at the State level.
- Intergovernmental relations and the future of State government and administration.

In addition, the program encourages participants to analyze the overall requirements and responsibilities of the Federal system and of their own agencies as they relate to intergovernmental relations. The institute employs presentations by government and academic authorities and discussions among the participants. Roundtable groups with broad, interagency membership deal with significant problems. Each group is staffed by a person with competence in the areas under consideration. A packet of selected readings will be distributed in advance to all participants.

Who May Attend

Participation in the institute is generally restricted to executives GS–14 and above (or equivalent) in any Federal agency. Agencies are encouraged to send officials from the field as well as the central office.

How To Make Nominations

Nominations should be submitted by the authorized agency officials to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

Cost: $150 per participant. Agencies may obtain further information by calling 343–9441 or code 183, extension 39441.

CS–7513–EXM

IDEAS AND AUTHORS—PUBLIC ISSUES AND PROBLEMS

Civil Service Commission

Four 1-day sessions scheduled 1 month apart beginning in February 1969. The sessions will be held at the Civil Service Commission, 1900 E Street NW.

Description

The series will focus on significant national problems. (The most recent programs included the issues of Vietnam, Congress and Appropriations, the urban dilema and civil rights.) Four outstanding books by recognized authors are selected for the series. The program not only encourages Federal executives to examine the writings of highly informed authors on vital national problems but also provides them with an opportunity to discuss the books with their authors as well as with critics who are knowledgeable regarding the issues to be discussed. The books are provided to each participant several weeks before the session.

Who May Attend

The program is intended for Federal executives who would benefit from a more incisive understanding of the national problems to be discussed. Nominees should generally be serving in positions at the GS–14 level and above in either administrative or technical-work situations, including military officials.

How To Make Nominations

Nominations are to be submitted by authorized agency representatives to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Agencies may designate alternatives to attend individual sessions, provided that they meet initial nomination requirements.

Other Information

Cost: $100 per participant. This includes the cost of books to be provided to each participant. Agencies may obtain further information by calling 343–6152 or code 183, extension 6152.

CS–7514–EXM

IDEAS AND AUTHORS—METROPOLITAN PROBLEMS

Civil Service Commission

Four 1-day sessions scheduled 1 month apart beginning in October, 1968. The sessions will be held at the Civil Service Commission, 1900 E Street NW.

Description

The series will focus on the metropolitan area and critical urban problems. Four outstanding books by authorities on the metropolitan area will be selected for the series. An opportunity is provided for the participating Federal executives to examine the research and writings of scholars in the field and to meet the respective authors to discuss their books with them and with knowledgeable guest critics. The books are provided to each participant several weeks before the session.

Who May Attend

The program is intended for Federal executives who would benefit from updated information and analyses of the metropolitan scene and specific urban problems.

How To Make Nominations

Nominations should be submitted by the authorized agency officials to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

Cost: $100 per participant. Agencies may obtain further information by calling 343–9441 code 183, extension 39441.

CS–7518–EXM

EXECUTIVE PROGRAMS AND THE COURTS

Civil Service Commission

One 5-day session scheduled for April 21–25, 1969, will be held at the Civil Service Commission, 1900 E Street NW.

Description

Students of government administration and administrators are realizing that the expansion of Federal government programs and activities enlarges the rulemaking and adjudicatory functions in government agencies. These functions, contrary to traditional belief, are not unique to regulatory or independent agencies. Rather, in many agencies, Federal executives who are not usually trained in the law frequently engage in the processes of adjudication and rulemaking in performing their day-to-day activities. Additionally, the growing body of judicial decisions has had far-reaching effects on the governmental system and Federal programs. These developments suggest for Federal executives who are not trained in the law the necessity to develop a better knowledge and understanding of the functions of adjudication and rulemaking which they perform. This program, therefore, will focus on the following:

Interrelationship of Administration and the Law.
Due Process: Its Development and Its Application in Executive Agencies.
Rights and Privileges of Individuals in the Process of Administration.
The Impact of Judicial Interpretations on the Constitutional System.
The Organization and Structure of the American Judicial System.
Administrative and Constitutional Competence of Courts and Agencies.
The Supreme Court—Its Management, Membership and Proceedings.
The Supreme Court in Action.
Systems of Judicial and Administrative Remedies.
Judicial Review: Its Development and Impact on Administrative Behavior.
Judicial Review: Administrative Discretion and Judicial Deference in Perspective.

Who May Attend

Participation is open to career employees, GS-13 and above (and military equivalents), whose academic or professional background is not in the field of law. Federal officials who are serving as personnel officers, administrative officers, labor relations specialists, examiners and inspectors in various fields, officials with review responsibilities such as classifiers and contract reviewers, claims officers, reviewers of grants, licensing and regulating officers, and appeals officers are among those for whom this program is designed. Many other administrators who perform adjudicatory or rulemaking functions or carry on activities which are significantly affected by the judiciary would also find it useful. The program is not designed for practicing attorneys or those whose work brings them into close continuing contact with the Courts.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of the program. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued at a later date.

Other Information

The cost of this program—$150 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Agencies may obtain further information from the General Management Training Center at 343–6152 or code 183, extension 6152.

CS–7519–EXM

CIVIL RIGHTS, TITLE VI, AND THE FEDERAL MANAGER

Civil Service Commission

A 3-day course to be conducted as needed at the Civil Service Commission.

Description

Recent civil rights statutes and directives point to a more active role for the Federal Government in equalizing opportunity for all citizens through federally assisted programs. These measures require positive action by Federal managers to administer their programs in such a way as to maximize the opportunity for participation by all minority group citizens. It is therefore important that Federal administrators understand something of the history and background of the current civil rights movement, the spirit and intent of the legislation and directives, the problems and perceptions of the minority community, and the techniques of analysis and administration which can facilitate the attainment of program objectives and equal opportunity. The purpose of this course is to analyze federally assisted programs from an equal opportunity perspective and to demonstrate that civil rights considerations can appropriately become an integral part of sound and creative program management.

Who May Attend

This course is designed for Federal executives at grades GS-13 and above (or their equivalent) who are responsible for administering programs covered under Title VI of the 1964 Civil Rights Act. It is not appropriate for civil rights coordinators, civil rights specialists, or persons primarily interested in inhouse equal employment opportunity.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of the program. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued at a later date.

Other Information

The cost of the course—$100 per person—will be prorated among participating agencies. Additional information can be obtained from the General Management Training Center at 343-6152 or code 183, extension 6152.

CS-7520-EXM

THE METROPOLITAN AREA—PROBLEMS, PROGRAMS, PLANNING (An Institute in Intergovernmental Relations)

Civil Service Commission

A 5-day program to be held December 2-6, 1968, at the Civil Service Commission, 1900 E Street NW.

Description

The purpose of this institute is to explore selected programs, problems, and plans of the metropolitan area in the framework of cooperative and creative federalism. Sessions will be structured to devote attention to: The metro-social setting; patterns of urban governmental structure and organizations; administration of new Federal economic and social programs; interagency coordination; problems of providing quality personnel in metropolitan administration; desegregation problems in housing and education; intergovernmental approach to transportation in the metropolitan area; urban and community development; problems of financing programs in the metro-urban area; civil disorder, crime and delinquency in the urban community; and future prospects of creative federalism and metro-urban problems. Participants will be encouraged to analyze the overall requirements and responsibilities of the Federal system and of their own agencies as they are related to the metropolitan situation.

Who May Attend

Participation in the institute is generally restricted to executives GS–14 and above (or equivalent) in any Federal agency. Agencies are encouraged to send officials from the field as well as the central office.

How To Make Nominations

Nominations should be submitted by the authorized agency officials to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

Cost: $150 per participant. Agencies may obtain further information by calling 343–9441 or code 183, extension 39441.

CS–7533–EXM

MANAGEMENT OF AMERICA'S WATER RESOURCES: PROBLEMS-PROGRAMS-PLANNING (AN INSTITUTE IN INTERGOVERNMENTAL RELATIONS)

Civil Service Commission

Three 5-day programs scheduled for September 16–20, 1968, February 24–28, 1969, and June 23–27, 1969, will be held at the Civil Service Commission, 1900 E Street NW.

Description

The purpose of the institute is to explore some of the recent policy decisions of special import concerning water resources, important problems in water quality and resource management, recent intergovernmental efforts in planning and coordination, the developing water needs, and the relationship of water resource problems with those in allied areas of natural resources. While the program will be structured to focus on comprehensive water resources planning and program coordination, some attention will also be devoted to a system analysis of water resources, the legal and political setting for intergovernmental partnership, interagency coordination, the river basin approach to resource development, the importance of science and technology in water policy, the water issues in law and politics, the intergovernmental approach to pollution control, water as a component in metropolitan development, the Water Resources Council as a planning and coordinating body, water as a recreation resource, and the administration of grants. Participants will be encouraged to analyze the overall requirements and responsibilities of the Federal system and of their own agencies as they are related to the concerns of water resources. A packet of current, relevant readings will be supplied, prior to the institute's opening.

Who May Attend

Participation in the institute is generally restricted to executives GS-13 and above (or equivalent) in any Federal agency. *Agencies are especially encouraged to send officials from the field as well as from their central offices.*

How To Make Nominations

Nominations should be submitted by the authorized agency officials to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

Cost: $150 per participant. Agencies may obtain further information by calling (202) 343-9441 or code 183, extension 39441.

Automatic Data Processing

CS-8603-EXM

EXECUTIVE SEMINAR IN AUTOMATIC DATA PROCESSING

Civil Service Commission

A 2-day seminar to be held September 5-6, 1968, and January 20-21, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

The seminar is designed for executives who have broad responsibility for functions which are or soon may be automated. It will provide an opportunity to obtain information, develop ideas, and exchange views on effective uses of automatic data processing. Topics presented and discussed will focus on matters of concern to top management. Content of the seminar will include: Capabilities of electronic data processing equipment; feasibility studies; implementing the decision to automate; effects of electronic data processing systems on organizational structure and various levels of management; present ADP applications and their results in terms of efficiency, effectiveness, and economy; the impact of ADP on the workforce; and the future of ADP in government management. This course provides an appropriate background for more specialized executive training programs offered by The ADP Management Training Center.

Who May Attend

Career executives, GS-15 and above or equivalent, are eligible to attend.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, by August 8, 1968, and December 23, 1968, respectively.

Other Information

The cost of the program—$90 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies. Agencies may obtain further information from the ADP Management Training Center, 343-6147 or code 183, extension 6147.

CS-8622-EXM

EXECUTIVE WORKSHOP IN ADP PROGRAMMING

Civil Service Commission

A 1-week program to be conducted October 21-25, 1968, and March 3-7, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

This course is specifically designed for Federal executives who want and need to have a fuller understanding of the basic concepts and techniques of digital computer programming. It is a companion course to the Executive Workshop in ADP Systems Analysis. The teaching effort will be directed toward the "doing," by each individual participant, of computer programming. The workshop is a highly condensed, fast-moving course with most of the available time devoted to technical details. The culmination of the week's activity will be the writing of a computer program which will be tested, debugged, and run on a computer.

Who May Attend

Career executives, GS-14 (or equivalent) and above, are eligible to attend. Prior attendance at the Executive Seminar in ADP or the Management Introduction to ADP, or equivalent knowledge will be helpful in realizing the workshop's full potential.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, by September 23, 1968, and February 3, 1969, respectively.

Other Information

The cost of the program—$140 per person—will be shared by the participating agencies. Announcements with more detailed information will be be sent to all agencies. Agencies may obtain further information from the ADP Management Training Center, 343-6147 or code 183, extension 6147.

CS-8623-EXM

EXECUTIVE WORKSHOP IN ADP SYSTEMS ANALYSIS

Civil Service Commission

A 3-day seminar to be held November 18-20, 1968, and April 14-16, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

Thic course is specifically designed for Federal executives who want and need to have a fuller understanding of the basic concepts and techniques of digital computer systems analysis. It is a companion course to the "Executive Workshop in ADP Programming" and will focus on learning by doing. Hence, most of the course will be devoted to the techniques and details of ADP systems analysis, as illustrated in an actual case study.

Who May Attend

Career executives, GS-14 and above (or equivalent) are eligible for nomination. Prior attendance at an Executive Seminar in ADP, Management Introduction to ADP, or equivalent knowledge will be helpful in realizing the workshop's full potential.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, by October 21, 1968, and March 17, 1969, respectively.

Other Information

The cost of the program—$120 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Agencies may obtain further information from the ADP Management Training Center, 343–6147 or code 183, extension 6147.

The Management Information Series

This series of three 2-day executive seminars (consisting of Executive Seminar in Management Information Theory; Executive Seminar in Management Reporting Systems; Executive Seminar in Interagency Management Information Systems) is designed to consider the various aspects of information management important to effective planning and control in Federal agencies. The programs are interrelated but independent. The Federal manager whose needs embrace all the areas outlined in the seminar descriptions below might enroll profitably in all three without fear of undue redundancy. On the other hand, an executive with strong requirements in a particular area may be nominated for a single program.

CS–7510–EXM

EXECUTIVE SEMINAR IN MANAGEMENT INFORMATION THEORY

Civil Service Commission

A 2-day seminar to be conducted September 26–27, 1968, and January 30–31, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

The objective of this seminar is to explore the concept of information management in the context of organizational structure. The topics discussed will include: (1) The scope and objectives of management information systems; (2) the determination of management information needs; (3) the role of the manager in designing a management information system; (4) organization and control of a management information system; (5) the impact of computer technology on the design of information systems for management; (6) the future of man-machine systems; (7) a case study of an information reporting system. Emphasis will be placed on the concepts which underlie the development of a management information system.

Who May Attend

Career executives, GS–14 and above or equivalent, are eligible to attend.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, by August 29, 1968, and January 2, 1969, respectively.

Other Information

The cost of the program—$90 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies. Agencies may obtain further information from the ADP Management Training Center, 343–6147 or code 183, extension 6147.

CS-7511-EXM

EXECUTIVE SEMINAR IN MANAGEMENT REPORTING SYSTEMS

Civil Service Commission

A 2-day program to be conducted October 28-29, 1968 and February 24-25, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

The purpose of this seminar is to bring to the attention of Federal executives examples of operational information reporting systems, both manual and automated, which are designed to assist management in the exercise of its control and planning responsibilities. Case studies from government and industry will be presented by persons directly concerned with the development of their own organizations' information systems. On completion of this seminar, the participant may reasonably be expected to have increased his: (a) awareness of the variety of automated systems which are serving management (e.g. logistical, financial, personnel, and scientific and technical); (b) insights into approaches taken, problems encountered, and techniques used in the design of management reporting systems; (c) appreciation for the results of these systems within organizations; and (d) knowledge of current progress in agency management reporting systems.

Who May Attend

Career executives, GS-14 and above or equivalent, are eligible to attend

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, by September 30, 1968 and January 27, 1969, respectively.

Other Information

The cost of the program—$90 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies. Agencies may obtain further information from The ADP Management Training Center, 343-6147 or code 183, extension 6147.

CS–7512–EXM

EXECUTIVE SEMINAR IN INTERAGENCY MANAGEMENT INFORMATION SYSTEMS

Civil Service Commission

A 2-day program to be conducted December 12–13, 1968, and April 1–2, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

The purpose of this seminar is to explore the development of information systems for communities of agencies which have common major categories of information requirements. The program is designed to increase knowledge, insights and understanding regarding interagency management information systems. Government officials with primary responsibilities and experience in interagency systems will serve as the principal resources of the seminar. Discussion will focus on the: (a) positive steps already taken or recommended to facilitate the development of systems to meet the information requirements of such communities of agencies as research and development, foreign affairs, and economic opportunity; (b) problems inherent in establishing compatible systems, such as commonality of data elements and codes; and (c) means for participating in, utilizing, or initiating interagency information systems efforts.

Who May Attend

Career executives, GS–14 and above or equivalent, are eligible to attend.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, by November 14, 1968., and March 4, 1969, respectively.

Other Information

The cost of the program—$90 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies. Agencies may obtain further information from The ADP Management Training Center, 343–6147 or code 183, extension 6147.

The Management Sciences

CS–7503–EXM

MATHEMATICS FOR MANAGERS

Civil Service Commission

An 11-week program scheduled for September 24, 1968 through December 3, 1968, and April 8, 1969 through June 17, 1969. The class will meet one day each week, in two 3-hour segments, from 9:30 a.m. to 12:30 p.m. and from 1:30 to 4:30 p.m. for a total of 66 classroom hours.

Description

This course is a compact yet comprehensive survey of those quantitative tools and techniques which are of increasing importance to the Federal executive. Serving as either a refresher in or an introduction to the major divisions of contemporary applied mathematics, it covers algebra, trigonometry, analytic geometry, calculus, vectors, matrices, set theory, logic, Boolean algebra, probability, statistics, the mathematics of operations research, and other appropriate topics. A detailed syllabus, including problems developed by the faculty specifically for the course, will provide the principal medium for instruction. Homework assignments will be made following each session to reinforce classroom presentation. At the conclusion of the course students will have sufficient understanding of the essential elements of practical mathematics to: (1) communicate effectively with specialists; (2) read and comprehend quantitatively oriented texts and reports; (3) recognize problems amenable to mathematical approaches; and (4) interpret intelligently and evaluate with confidence the net results of such approaches.

Who May Attend

Career executives, GS–14 and above or equivalent, are eligible to attend. No foundation in mathematics beyond high school algebra will be necessary for meaningful participation. However, an understanding of basic algebra either brought to the program or gained through class and home study, will serve as a basis for much of the mathematics presented.

How To Make Nominations

Nominations should be submited by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, by August 27, 1968 and March 11, 1969, respectively.

Other Information

The cost of the program—$250 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies. Agencies may obtain more information from The ADP Management Training Center, 343–6147 or code 183, extension 6147.

CS–7509–EXM

EXECUTIVE SEMINAR IN STATISTICAL SCIENCE FOR MANAGEMENT

Civil Service Commission

A 2-day program to be conducted November 14–15, 1968, and May 12–13, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

This seminar is designed to examine and discuss useful principles and actual and potential applications of statistical science in executive decision making. Extensive use will be made of case studies, lectures, and seminar discussions on practical and frequently used statistical principles and techniques in the Federal Government. Specific subjects treated will be: (a) the modern definition of the Science of Statistics; (b) approaches to quantifying management and operational problems; (c) some basic statistical principles and concepts including elements of *Probability and Risk;* (d) *Sampling*—with specific applications in fact finding for inventory, cost estimation, legislation, etc.; (e) *Quality Control*—with specific applications in management control systems; (f) *Correlation Analysis*—with specific applications in forecasting and cost analysis; (g) pitfalls and misuses of statistical techniques; and (h) advantages of Statistical Science to management.

Who May Attend

Career executives, GS–14 and above or equivalent, are eligible to attend.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, by October 17, 1968 and April 14, 1969, respectively.

Other Information

The cost of the program—$75 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies. Agencies may obtain further information from the ADP Management Training Center, 343-6147 or code 183, extension 6147.

CS-8601-EXM

EXECUTIVE SEMINAR IN OPERATIONS RESEARCH

Civil Service Commission

A 2-day seminar to be held September 9-10, 1968, and February 3-4, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

This seminar is specifically designed to familiarize Federal executives with essential concepts of operations research and their broad management implications. It will introduce the participant to the concepts of operations research through theory sessions, group discussions, and directed readings. The major areas of emphasis will be: (a) definitions and applications of operations research; (b) capabilities, limitations, and effects of operations research; and (c) management implications of present and future uses of operations research. A complementary program, APPLICATIONS OF OPERATIONS RESEARCH FOR EXECUTIVES, will focus on principal operations research techniques and their uses in decision making.

Who May Attend

This program is intended for career executives, GS-14 and above or equivalent.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, by August 12, 1968 and January 6, 1969, respectively.

Other Information

The cost of the programs—$90 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies. Agencies may obtain further information from The ADP Management Training Center, 343-6147 or code 183, extension 6147.

CS-7534-EXM

APPLICATIONS OF OPERATIONS RESEARCH FOR EXECUTIVES

Civil Service Commission

A 4-week program to be conducted on October 9, 16, 23, 30, 1968 and March 5, 12, 19, 26, 1969. The class will meet one day each week, in two 3-hour segments, from 9:00 a.m. to 12 noon and from 1:15 to 4:15 p.m. for a total of 24 classroom hours.

Description

The objective of this program is to provide Federal executives who are familiar with the concepts of operations research with more extensive knowledge of OR techniques and their applications to management problems. It is intended for the non-mathematician who seeks pertinent information on how operations research concepts are applied. Principal media for learning will be practical case studies and homework assignment on: (a) queueing theory, (b) cost benefit analysis, (c) simulation, (d) linear and dynamic programming, (e) decision theory, (f) game theory, and (g) gaming. Opportunity for private consultation with faculty members will be provided throughout the program. This program serves as a follow-up to the EXECUTIVE SEMINAR IN OPERATIONS RESEARCH.

Who May Attend

This program is designed for career executives, GS-14 and above or equivalent. It is particularly directed to those managers who use the final results rather than those who prepare the technical aspects of operations research. No foundation of mathematics beyond high school algebra will be necessary for meaningful participation.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, by September 11, 1968 and February 5, 1969, respectively.

Other Information

The cost of the program—$175 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies. Agencies may obtain further information from The ADP Management Training Center, 343-6147 or code 183, extension 6147.

Middle Management

General Management

CS-7750-MID

FELLOWSHIP IN CONGRESSIONAL OPERATIONS

Civil Service Commission and The American Political Science Association

A 9-month program involving participation in an intensive orientation program and full-time work assignments beginning in November 1969.

Description

This fellowship program helps a select group of career administrators to acquire a thorough understanding of congressional operations. It is designed to give careerists a first-hand look at how Congress functions, how it is organized, and how it relates to the program and activities carried on by the executive branch. Persons selected will attend a comprehensive and intensive orientation program conducted by the American Political Science Association; engage in full-time work assignments with members of Congress and with staff members of congressional committees; and participate in weekly seminar meetings with congressional, governmental, and academic leaders.

Who May Attend

Nominees for this fellowship should be career employees in the grade range of GS-12 through GS-16 or equivalent. Each of them should be in managerial or executive positions, or be likely to be assigned to such positions in the future. Preference is given to those who are taking part in an agency's own executive development program.

How To Make Nominations

CSC nomination cards are to be submitted by authorized agency representatives by May 15, 1969 to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415 by authorized agency officials. The following information should accompany each nomination: a completed Standard Form 57, a statement from the nominee's supervisor briefly describing the nominee's potential for career growth and the types of higher responsibility for which he is being prepared.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $500 per participant. Each applicant for the fellowship will be interviewed by a selection committee in the latter part of May 1969 and final selection will be made no later than July 1, 1969. The full-time orientation will begin in early November 1969. Agencies may obtain further information by calling the General Management Training Center at 343–6152 or code 183, extension 6152.

CS–7751–MID

MIDDLE MANAGEMENT INSTITUTE

Civil Service Commission

A 1-week program to be held once each quarter during FY 69, to be held at the Civil Service Commission, 1900 E Street NW.

Description

The institute will provide a broad view of Government operations and the functions of management as an updating and review for the experienced manager, or an introduction for the new manager.

The Institute is built around core subject matter of fundamental modern management theory and practice. Emphasis is given to the functions of: Planning, controlling, organizing, staffing, communicating, directing, and decisionmaking. Other topics may be included to give current perspective or because of their particular topical interest. Examples of these might be: Planning, programming, budgeting systems; intergovernmental relations; and science and government. Guest lecturers and small group workshops are the methods of presentation. Assigned readings are also provided.

Who May Attend

The institute is designed for persons serving in management fields or programs, GS–11 to GS–14, or equivalent, who have demonstrated their ability and shown potential for holding more responsible management positions.

How To Make Nominations

CSC nomination cards are to be submitted by authorized agency representatives no later than three weeks before the beginning date of each program to: Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

The cost to the agency will be $75 per participant. Substitutions of eligible participants may be made up to the beginning of the program. Further information may be obtained by calling 343–9441 or code 183, extension 39441.

CS–7752–MID

AN INSTITUTE IN THE LEGISLATIVE FUNCTION

Civil Service Commission

Two 5-day sessions scheduled for March 24–28, 1969, and June 23–27, 1969, will be held at the Civil Service Commission, 1900 E Street NW.

Description

This institute is designed to provide an intensive introduction to the organization, operation, and responsibilities of Congress. The role of Congress and its relationships to the executive branch will be stressed. The objective is to help career administrators at middle grade levels acquire an increased understanding of the legislative function and its direct and indirect effect on executive branch operations.

Who May Attend

Nominees for this program should be career employees, GS–11 through GS–14. Persons eligible for nomination include: Those in line management; unit chiefs and deputies, or those with equivalent responsibility; and those engaged in support of staff occupations such as budget preparation, manpower analysis, policy development and mission determination. In addition, each nominee should have recognized competence and potential and be one whose service in the Federal Government can be expected to continue for a significant period of time.

How To Make Nominations

Nominations should be submitted to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, by authorized agency officials. Confirmation of accepted nominations will be made in advance of the program. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued at a later date.

Other Information

The cost of the program—$100 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Agencies may obtain further information from the General Management Training Center, 343-6152 or code 183, extension 6152.

CS-7753-MID

MANAGEMENT INSTITUTE FOR SUPERVISORY SCIENTISTS AND ENGINEERS

Civil Service Commission

A 1-week program beginning September 16, 1968, January 6, 1969, May 12, 1969, to be held at the Civil Service Commission, 1900 E Street NW.

Description

The program will examine the special nature of the managerial job in R&D and other engineering and scientific organizations by identifying the unique motivational characteristics of technical personnel, by discussing the impact of organizational structure on the productivity of scientific and engineering groups and by exploring the leadership patterns best designed to release and accelerate creativity. The program will also take up such topics as the flexibilities of the Federal personnel system in managing scientists and engineers, career development concepts, and the administrative and financial practices which permit the most effective direction and control of technical projects. The staff for the program is drawn from Government agencies, leading industrial organizations, and universities.

Who May Attend

The program is intended for individuals, GS-12 through GS-14, who are presently filling, or being trained to assume, supervisory and managerial positions in research and development and other engineering and scientific activities in the Federal Government. Individuals filling such positions in other organizations who have responsibility for supervising or managing predominantly technical groups are also eligible to attend.

How To Make Nominations

Nominations are to be submitted by authorized agency representatives no later than 3 weeks before the beginning date of each program to:

Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

The cost of the program, prorated among the participating agencies, will be $100 per participant. Agencies may obtain further information by calling 343–6152 or code 183, extension 6152.

CS–7758–EXM

IDEAS AND AUTHORS—MANAGEMENT AND ORGANIZATION

Civil Service Commission

Four 1-day sessions scheduled a month apart beginning in December 1968.

Description

Each year sees the appearance of a growing number of books applying the findings of social and management science research to the problems of management and organization. The purpose of this program is to provide an opportunity for Federal managers to examine the most significant of these books to determine their relevance and application to Federal management situations. At the same time the course will provide an opportunity for the participants to raise questions about the book directly to the authors. Each participant receives a copy of all books several weeks in advance of the individual sessions. At the monthly sessions, the author discusses his book, a guest "critic" gives his comments and reactions to it, and the participants have an extended question period with the author. Out of these interchanges it is expected that a fuller statement of the ideas will emerge, as well as a clearer understanding of their implications for Federal managers.

Who May Attend

The program is intended for individuals currently serving in positions with significant responsibilities for program management or in providing related staff support. Nominees should be those, GS–14 level and above.

How To Make Nominations

Nominations are to be submitted by authorized agency representatives to the Director, General Management Training Center, U.S. Civil

Service Commission, Washington, D.C. 20415. Agencies may designate substitutes to attend individual sessions, provided that such substitutes meet initial nomination requirements.

Other Information

Cost: $100 per participant. This will include the cost of the books to be provided to each participant. Agencies may obtain further information by calling 343-6152 or code 183, extension 6152.

CS-7760-MID

MANAGEMENT AND GROUP PERFORMANCE

Civil Service Commission

A 40-hour program offered at least six times per year at the Civil Service Commission, 1900 E Street NW.

Description

This course is designed to provide new and experienced managers, above the first level of supervision, with a greater insight into the nature of their jobs and with a conceptual framework which will allow them to approach the managerial job on a logical, rational, rather than intuitive basis. Participants will analyze their jobs in terms of what they do, how they do it, and why they do it the way they do; and will practice and evaluate other ways of performing the managerial job. Topics covered include: An analysis of the managerial job, how supervisory and managerial jobs differ, how we manage and why we manage as we do, monitoring the managerial world, elements of successful negotiations with line and staff, managing conflict and inducing cooperation, and establishing, maintaining, and using communications. Precourse preparation includes assigned reading and answering a questionnaire dealing with the participants' work activities.

Who May Attend

Since the course is designed specifically for managers, nominees should be above the first level of supervision; typically, they should direct the activities of subordinate supervisors and work groups. Within these guidelines, managers at GS-12 and above may be nominated.

How To Make Nominations

Nominations should be submitted, in priority order, to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Detail nomination procedures and deadline dates are published in individual program announcements.

Other Information

The cost of this program will be exactly $100 per participant, which prorates the cost of the program among the participating agencies. Organizations nominating more than one individual should indicate the priority order in which their nominees should be considered. Substitutions may be made up to the beginning of the program, but since substitutes who are designated late will be unable to complete the advance reading for the program, agencies are requested to make as few substitutions as possible. Class size will be restricted to 20 participants. Inquiries should be directed to the Director, General Management Training Center, 343–9441 or code 183, extension 39441.

CS–7762–MID

MANAGEMENT AND GROUP PERFORMANCE: AN INSTITUTE FOR TRAINERS

Civil Service Commission

A 3-day program offered on an "as needed" basis at the Civil Service Commission, 1900 E Street NW., and at various of the Civil Service Commission Regional Offices.

Description

This institute is designed to equip agency instructors to present the Civil Service Commission course, Management and Group Performance. The fundamental concepts supporting the course structure will be examined in detail. Workshop experience will be gained in dealing with the more difficult portions of the course. Participants who successfully complete the institute by demonstrating their understanding of the subject matter and their ability to present the material as specified will receive a copy of the Instructor's Guide to Management and Group Performance and a certificate authorizing them to instruct the course.

Who May Attend

Attendance is conditional upon prior attendance at a regular presentation of Management and Group Performance. A high level of skill in conference leadership is particularly important to successful performance.

How To Make Nominations

Arrangements to schedule potential instructors through both the regular course and the institute should be made as far in advance as possible by contacting Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, or by calling 343–9441 or code 183, extension 39441.

Other Information

The cost to the agency will be $200 per participant. A minimum of 3 participants will be required to schedule an institute.

CS–7755–MID

MANAGEMENT INSTITUTE FOR ATTORNEYS

Civil Service Commission

A 5-day program to be conducted at the Civil Service Commission.
Dates will be announced later.

Description

This program will be designed to develop greater awareness of the nature and scope of management responsibility; to suggest ways that the technically trained executive can perform more effectively in his important role as manager and administrator; to provide a comprehensive view of organizational practices and applications; an awareness of new concepts, theories, and proposals concerning organizational development; an opportunity to relate academic and practical experiences, from leaders in organizational research, to his operating environment.

Who May Attend

Attorneys at the GS–14 level and above or equivalent will be eligible to attend. Nominees should be in managerial and supervisory positions or should be preparing for such positions.

How To Make Nominations

Nominations will be submitted by authorized agency representatives to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Dates for receipt of nominations and confirmation of acceptance will be included in a program announcement to be issued at a later date.

Other Information

The cost of the program—$150 per person—will be prorated among participating agencies. Additional information can be obtained from the General Management Training Center by calling 343–6152 or code 183, extension 6152.

VA–01–MID

MANAGEMENT PRINCIPLES

Veterans Administration

A 24-hour seminar course consisting of six 4-hour sessions to be held at Veterans Administration Central Office, Room 200, Vermont Avenue and "H" Street, Washington, D.C., October 2–4, 7–9, 1968—April 16–18, 21–23, 1969.

Description

This course is designed to cover the principles of management pertinent to second- and third-line supervisory levels. Instructional media will include case studies, films, and discussion. The achievement of individual and organization goals, and the consideration and application of the principles of management will be covered in their various aspects by guest speakers and others.

Who May Attend

Participation is open to second- and third-line supervisors in the general grade areas GS–13 through GS–15.

How To Make Nominations

For information regarding nominations, call code 148, extension 3101 or write Employee Relations and Training Division (055C), Central Office Personnel Service, Veterans Administration, 810 Vermont Avenue NW., Washington, D.C. 20420 (Stop 73).

Other Information

This course is primarily for Veterans Administration employees; however, nominees from other agencies will be accepted as space permits.

SB–7700–MID

MANAGEMENT DEVELOPMENT PROGRAM

Small Business Administration

A 5-day program scheduled periodically in Washington, D.C. and Denver, Colo.

Description

This program is designed for managers above the first level of supervision; however, other supervisors, managers, executives, or staff officials may attend. The objective is to improve their knowledge concerning the principles, functions, tools and skills of managing. Emphasis is given to four broad areas of the managers' responsibilities—Planning, Organizing, Controlling, and Motivating. In addition, the following specific areas are covered—A design for management action, Managers as instructors, Management by objectives, and skill in working with people, plus thought provoking, decision making exercises.

Who May Attend

Managers who supervise first level supervisors and other supervisors, managers, executives, and staff officials who need to improve their knowledge of the concepts of management principles, functions, and skills.

How To Make Nominations

For information concerning nominations, call the Director, Eastern Training Center, Silver Spring, Md., area code 301 495–4431 or IDS code 179–4431 for courses offered in Washington, D.C. or the Director, Western Training Center, Denver, Colo., area code 303 297–4028 for those offered in Denver.

Other Information

This course is primarily for Small Business Administration employees; however, if space permits, individuals from other agencies will be accepted. This course is offered without charge to participants.

CM–01–MID

MANAGERIAL COURSE

Department of Commerce

A 1-week program offered by the Office of the Secretary, Department of Commerce, beginning January 8, January 29, February 26, March 18, April 15, and June 24, 1968. The course is held in Department of Commerce facilities.

Description

This course is designed for experienced managers, above the first level of supervision, however, other supervisors, managers, executives or staff officials may attend. Its overall objective is to improve the participant's managerial competence and thereby the effectiveness, efficiency, and economy with which the organization he supervises accomplishes its objectives. Emphasis is given to providing a broad conceptual foundation for continuing, deliberative development. This foundation consists of a variety of perspectives, attitudes, and contemporary theory and principles supplying the participant a basis for developing his own beliefs and approaches.

More specifically, the course will strive to help the manager:

1. Review and assess his current managerial role
2. Improve his understanding of the total management process
3. Identify and define managerial problem areas
4. Constructively apply principles of human behavior in the management process
5. Improve communication processes and systems
6. Lay the groundwork for a sustained program of self-development and managerial improvement.

Who May Attend

Participation in this course should be restricted to managers who supervise first level supervisors and other supervisors, managers, executives and staff officials who need an intensive program of instruction covering a variety of the most current concepts of management responsibilities, principles and techniques.

How To Make Nominations

Nominations should be submitted to the Employee Development Division, Room 5811, Main Commerce Building, at least 4 weeks in advance of the starting date of the course. The submission should indicate the course date, full name, GS rating, service computation date, date of birth, agency, bureau, division and branch, and name and address of immediate supervisor.

Other Information

Cost $125 per participant. Inquiries should be made to the Director, Management Training, Employee Development Division, 967–3731 or code 189, extension 3731.

Manpower Management

CS–7759–PER

MANPOWER UTILIZATION

Civil Service Commission

A 3-day program to be held April 14–16, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

Explores approaches to optimum utilization of available manpower resources to increase productivity without increasing costs, through discusion of requirements determination, organization and work design, staffing, motivation, and assessment of organizational achievement.

Who May Attend

Personnel officers, budget officers, and administrators with responsibility for manpower management, GS–13 (or equivalent) and above.

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued later.

Other Information

The cost of the program will be prorated among the participating agencies. The cost of the agency will be $85 per participant. Agencies may obtain further information by calling 343–6141 or code 183, extension 6141.

HE–7700–MID

BEHAVIORAL FOUNDATIONS OF MANAGEMENT

Social Security Administration
Baltimore, Maryland 21235

A 5-day program offered 6 to 8 times a year beginning in September, by the Social Security Administration, at 6401 Security Boulevard, Baltimore, Md. 21235.

Description

This course concentrates on aspects of human nature and on certain ideas that are the basis for understanding and for purposeful and effective decisions and actions in management. Each topic treated in the course consists of a lecture followed by an application session. Topics include: Philosophical Base—Humanisms and your managerial philosophy, man's emotional life, man and his senses, man and his intellect, man—his ego and his culture, social man, man and ethics, human frustration and conflict, man and his will; Managerial Implication—Managerial styles, motivation-morale-and productivity, manager's function of handling information, administrative communication, need for recognition—resistance to change, the informal organization, managerial applications, the manager's function as counselor and a managerial plan for action.

Who May Attend

This course is primarily for Social Security Administration employees; however, if space permits, qualified employees of other agencies will be accepted. Participants will be limited to mid-management personnel at levels GS–12 and above (or with equivalent responsibilities).

How To Make Nominations

Nominations should be made to the Social Security Administration, Office of Administration, Division of Employee Development, 6401 Security Boulevard, Baltimore, Md. 21235.

Other Information

Cost per participant is $95. Agencies may obtain further information by calling area code 301, 944–5000, extension 5393, or on IDS code 130, extension 5393.

AF–01–MID

HUMAN RELATIONS FOR THE AIR FORCE MANAGER

Department of the Air Force

A 12-hour seminar course to be conducted at Bolling Air Force Base. It consists of 2-hour seminars and workshops on 6 alternate work days. Although the course is repeated continually, specific starting dates are not established.

Description

The seminars are specifically directed toward: Developing a general concept of what human relations is and how it can be of value as a management tool; exploring some of the basic concepts of human nature and behavior—individual differences and the manner in which the need for adjustment enter the problems of human relations; helping to evolve a perspective about the relations with other people, especially subordinates; deepening appreciation of empathy by providing experience in the use of interaction techniques to develop greater sensitivity to and awareness of people; and presenting a structure which the managers can use as a problem solving approach to human relations problems.

Who May Attend

This course is intended primarily for Air Force employees; however, if space permits, full-time managers from other agencies who have completed a basic management development course will be accepted.

How To Make Nominations

Nominations should be sent to the Civilian Personnel Officer, 1100 Air Base Wing, Bolling Air Force Base, D.C. 20332. Nominations should indicate the nominee's name, grade and title; a telephone number which may be called to schedule his attendance; and a statement that he is a full-time manager.

Other Information

No cost to agencies.

AF-10-PER

PROGRAM MANAGEMENT COURSE

Department of the Air Force

A 2-week course to be given at the USAF Personnel Development Center, Maxwell Air Force Base, Montgomery, Ala.

Description

This course is designed to improve the capabilities of program chiefs over the functional areas of classification and wage administration, placement, employee-management relations, and employee career development. Training is tailored to the functional chief level and has a twofold objective; first, to teach the effective management and evaluation of each function, and second, to teach the interrelationship between functions. Primary emphasis is placed on the need for an integrated program in which each function operates in support of the other functions and the entire civilian personnel program operates in support of management. Secondary emphasis is placed on the improvement of the individual's skills in the direction of his own functional program.

Who May Attend

Although this course is scheduled primarily to meet Air Force needs, a limited number of employees from other agencies may attend. Nominees should be limited to functional branch chiefs, supervisory personnel specialists in any functional area, civilian personnel officers or their assistants, and members of agency, bureau, or intermediate organization level staffs.

How To Make Nominations

Nominations should be made by letter to the Director, USAF Personnel Development Center, Building 505, Maxwell Air Force Base, Ala. 36112, thirty days prior to course starting date, stating the name, title, and grade of the employee and briefly, the nature and scope of his personnel responsibilities. Agencies will be given early notification of approved nominee and provided further details.

Other Information

No cost to agencies.

CS–8633–MID

MANAGEMENT INTRODUCTION TO AUTOMATIC DATA PROCESSING

Civil Service Commission

A 2-day seminar scheduled August 19–20, 1968; October 7–8, 1968; November 21–22, 1968; January 9–10, 1969; March 24–25, 1969; and April 21–22, 1969; at the Civil Service Commission, 1900 E Street NW.

Description

This seminar is designed to provide a management overview of the fundamentals of automatic data processing. It is also the recommended introductory course for participants planning to attend later seminars on ADP in personnel management, financial management, supply management, or technical information systems. Emphasis will be given to: (a) Introduction to ADP; (b) Capabilities and components of computers; (c) ADP systems analysis and design; (d) Feasibility studies and implementing the decision to automate; and (e) Discussion of individual conferee questions. Technical aspects of automatic data processing will be presented, but only on an introductory level. Lack of prior participant familiarity with computer technology is assumed.

Who May Attend

This program is open to full-time Federal employees, GS–11 and above or equivalent.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, by July 22, 1968 for the 1968 sessions and by December 12, 1968 for the 1969 sessions.

Other Information

The cost of the program—$50 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies. Agencies may obtain further information from The ADP Management Training Center, 343–6147 or code 183. extension 6147.

CS–8604–MID

AUTOMATIC DATA PROCESSING ORIENTATION

Civil Service Commission

A 1-week program to be conducted September 16–20, 1968, and May 5–9, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

This program is designed to provide introductory knowledge of the uses and potential of automatic data processing systems. Emphasis will be given to: (a) Capabilities and components of computers; (b) ADP systems analysis and design; (c) ADP conversion planning and control; (d) effects of computers on organizational structure and personnel—both staff and management; (e) established ADP applications and their results in terms of efficiency and economy; (f) economic and social effects of increasing automation; (g) ADP in the Federal Government; and (h) the future of ADP. The broad implications of automatic data processing will be stressed rather than the technical aspects of the computer. Lack of prior familiarity with computer technology will not handicap participants.

Who May Attend

This program is open to full-time Federal employees, GS–7 and above or equivalent.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, by August 19, 1968, and April 7, 1969, respectively.

Other Information

The cost of the program—$60 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies. Agencies may obtain further information from The ADP Management Training Center, 343–6147 or code 183, extension 6147.

CS–8605–MID

AUTOMATIC DATA PROCESSING SYSTEMS ANALYSIS SEMINAR

Civil Service Commission

An 8-week program scheduled from September 25, 1968 through November 13, 1968, and from February 5, 1969 through March 26, 1969. The program begins with a half-day session which is followed by seven full-day sessions at weekly intervals (Wednesdays). The program will be offered at the Civil Service Commission, 1900 E Street NW.

Description

The SYSTEMS ANALYSIS SEMINAR meets one day a week to allow participants sufficient time to assimilate what has been presented and to prepare for participation in future classes by studying the textbook reading assignments and by completing the associated work problems. The program will include case studies, practical exercises, and supplemental outside reading. The seminar will focus on the principles and techniques of systems analysis and design relevant to management-oriented computer applications. Among the subjects to be discussed will be: (a) Principles and Fundamentals of Data Processing; (b) Components and Capabilities of Computers; (c) Fundamental's of Programming; (d) Extent and Tasks of Systems Analysis and Systems Design; (e) Systems Evaluation; (f) Feasibility and Application Studies; (g) Equipment Selection; (h) Charting and Documentation; (i) Forms Analysis and Design; (j) Systems Implementation and Operation; (k) Systems Planning and Control; and (l) Management-Related Uses of the Computer, e.g. Operations Research. The students in this seminar will be expected to exert a considerable amount of individual effort, both during and between the scheduled sessions.

Who May Attend

This program is open to full-time employees, GS–9 and above or equivalent, who require information about ADP systems analysis. (Current computer programmers and systems analysts should consult descriptions of seminars in: "Systems Analysis for Computer Programmers," "Systems Workshop for Computer Specialists," and "Advanced Systems Technology for ADP Systems Analysts.")

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S.

Civil Service Commission, Washington, D.C. 20415 by August 28, 1968 and January 8, 1969, respectively.

Other Information

The cost of the program—$175 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies. Agencies may obtain further information from The ADP Management Training Center, 343–6147 or code 183, extension 6147.

CS–8606–MID

FIELD WORK PROGRAM IN ADP SYSTEMS ANALYSIS

Civil Service Commission

An 8-week program conducted from November 27, 1968 through January 29, 1969, and from April 9, 1969 through May 28, 1969. The program begins with a half-day session which is followed by seven full-day sessions at weekly intervals (Wednesdays). The program will be offered at the Civil Service Commission, 1900 E Street NW.

Description

This course is intended to supplement the ADP Systems Analysis Seminar. It is offered as a follow-on course for Federal employees who require a more extensive understanding or a working knowledge of system analysis and design. The Field Work Program is designed to provide an opportunity for participants to engage in an actual ADP systems study. They will work with and put into practice the principles and theories acquired in the earlier Systems Analysis Seminar.

Who May Attend

Persons who have successfully completed the ADP Systems Analysis Seminar and others with equivalent knowledge or experience are eligible to attend. In addition, only those persons should be nominated whose schedule will permit attendance at each session and accomplishment of the required assignments.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, the ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, by October 30, 1968, and March 12, 1969, respectively.

Other Information

The cost of this program—$125 per person—will be shared by the patricipating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Agencies may obtain further information from the ADP Management Training Center, 343–6147 or code 183, extension 6147.

CS–8618–MID

SCIENTIFIC AND TECHNICAL APPLICATONS OF AUTOMATIC DATA PROCESSING: A SURVEY

Civil Service Commission

A 1-week program to be held June 16–20, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

This program is designed to provide information about scientific and technical applications of automatic data processing to assist engineers, scientists, and technicians in updating their knowledge. Topics discussed will include the following: (a) Introduction to the use of analog and digital computers for scientific applications; (b) services which a computer laboratory can provide for the scientist, engineer, and technician; (c) ADP applications in such fields as space technology, missile control, communications, medicine, cartography, weather, language translation; (d) analysis of selected operational technical information systems; and (e) research advances in computer technology.

Who May Attend

Persons serving in engineering, scientific, or technical fields, and managers of persons in these fields, GS–9 and above or equivalent, are eligible to attend.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, by May 19, 1969.

Other Information

The cost of the program—$150 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Agencies may obtain further information from the ADP Management Training Center, 343-6147 or code 183, extension 6147.

Management Sciences

CS-8619-MID

OPERATIONS RESEARCH ORIENTATION

Civil Service Commission

A 3-day program to be conducted September 25-27, 1968 and March 24-26, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

The program is designed to provide a general overview of operations research as a managerial and technical process. Emphasis will be placed upon the role of the operations research analyst in supporting management decision making through quantitative analyses. Subjects to be discussed will include: *Basic concepts of operations research; methodolgy used;* and *principal and commonly used techniques of operations research.* Knowledgeable and experienced practitioners of operations research from government, industry, and universities will constitute the faculty for this program. At the conclusion of the orientation, participants should have sufficient information regarding Operations Research to: (1) appreciate more fully its rationale as an organizational information-producing tool regarding operational matters; (2) understand more completely the major steps involved in the application of specific methods and techniques used by Operation Researchers; (3) recognize more clearly the roles of individuals responsible for contributing informational inputs to management; and (4) communicate more effectively through an increased knowledge of OR terminology and means. A complementary program, TECHNIQUES AND METHODS OF OPERATIONS RESEARCH WORKSHOP, is offered for those persons seeking more detailed understanding of the problem-solving techniques of operations research.

Who May Attend

This program is open to full-time Federal employees, GS-9 and above or equivalent. It is particularly directed at persons whose present or projected assignments require a broad conceptual knowledge of operations research and related quantitative approaches.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, by August 28, 1968 and February 24, 1969, respectively.

Other Information

The cost of the program—$50 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Agencies may obtain further information from the ADP Management Training Center, 343–6147 or code 183, extension 6147.

CS–8620–MID

TECHNIQUES AND METHODS OF OPERATIONS RESEARCH WORKSHOP

Civil Service Commission

A 4-day program to be held October 10, 11, 17, 18, 1968; February 5, 6, 12, 13, 1969; and April 3, 4, 10, 11, 1969, at the Civil Service Commission, 1900 E Street NW. The program consists of two 2-day sessions to be held during two consecutive weeks.

Description

The objective of this program is to increase practical understanding of such basic operations research techniques as: *inventory theory*, *replacement theory*, *queueing theory*, *simulation*, *cost-benefit analysis*, *linear and dynamic programming*, and *game theory*. Lectures, case studies, group discussions, and challenging homework assignments will be used extensively throughout the conduct of this workshop. On completion of the program the participant should be able to: (1) Recognize more readily the type and range of operational problems amenable to mathematical approaches (2) Understand more fully the mathematical rules and computational logic employed by Operations Research analysts; and (3) Appreciate more comprehensively the various methods used for recording and analyzing data in mathematical problem solving. The OPERATIONS RESEARCH ORIENTATION is offered for persons seeking a general overview of operations research as a managerial and technical process.

Who May Attend

This program is open to full-time Federal employees, GS–9 and above or equivalent. It is particularly directed at persons who perform or will perform quantitative analyses of operational problems for management, or who are responsible for the supervision of such efforts. The program presumes familiarity with operations research concepts and a technical orientation on the part of the participant. An understanding of basic algebra is esssential to effective participation and understanding of practical exercises.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, by September 12, 1968, January 8, 1969, and March 6, 1969, respectively.

Other Information

The cost of the program—$150 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies. Agencies may obtain further information from the ADP Management Training Center, 343–6147 or code 183, extension 6147.

HE–07–MID

OPERATIONS RESEARCH

Social Security Administration
Baltimore, Maryland 21235

A 32-hour program conducted in March each year by the Social Security Administration, 6401 Security Boulevard, Baltimore, Md. 21235.

Description

The objective of this course is to acquaint staff members with the techniques and methodology of operations research and their application towards the solution of typical SSA-type problems. Completion of homework assignments and a final examination will be required.

Who May Attend

This program is open to full-time employees, GS–9 and above, or equivalent. A familiarity with algebraic techniques is essential to effective participation in this course.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Social Security Administration, Office of Administration, Division of Employee Development, area code 301, 944–5000, extension 5393, or on IDS code 130, extension 5393.

Other Information

The cost of the program is $100 per person.

Entrance Level

CS–7754–MID

INTRODUCTION TO SCIENCE AND ENGINEERING IN GOVERNMENT

Civil Service Commission

A 3-day program beginning August 26, 1968, December 2, 1968, and April 14, 1969, will be held at the Civil Service Commission, 1900 E Street NW.

Description

An increasing number of new scientists and engineers enter our technical agencies each year. The academic backgrounds and previous work experience of these individuals provide little opportunity for them to develop an understanding of the goals of the total scientific and engineering efforts of the Federal Government and how these relate to their agency activities and professional growth. This 3-day program is designed to give these scientists and engineers an opportunity to gain a perspective on their roles and that of their professions within the Federal structure. By examining the dimensions and framework of research and the development within the Federal Government, these individuals will gain insights that can be expected to increase their identification with their agencies and the Federal Government. Subjects to be examined by leading resource personnel from Federal agencies and universities include Federal policy on science and engineering, the impact of governmental programs upon our society, and an overview of the nature, diversity, and organization of government research and development. Career development concepts and information relating to technical careers will also be presented.

Who May Attend

The program is intended for junior level scientists and engineers from GS–5 through GS–11, particularly those who have been in the Federal service less than 3 years.

How To Make Nominations

Nominations are to be submitted by authorized agency representatives no later than 3 weeks before the beginning date for each program to: Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

The cost of the program, prorated among the participating agencies, will be $45 per participant. Agencies may obtain further information by calling 343–6152 or code 183, extension 6152.

CS–7755–MID

MANAGEMENT INTERN LECTURE AND SEMINAR PROGRAM

Civil Service Commission

A 3-month program to be held periodically from September through December 1968. The program features a combination of lectures and small group seminar meetings. Some lectures and seminars will be clustered during one week early in the program. Additional seminars, exploring subjects of interest to each group, will be scheduled periodically during the remainder of the program. Interns participate in planning the seminars.

Description

The objective of this program is to supplement intern training within federal agencies in ways that will: Increase knowledge and deepen understanding of the processes and institutions of democratic government; broaden perspectives concerning the role of the Federal Government and the ways in which its policies are set and its programs executed; and encourage professional attitudes and a spirit of public service.

The program serves to complement agency training with the lecture series, furnish opportunity for active involvement and discussion with a variety of people in the seminars, and encourage self-development in these ways and through the readings provided. Seminars are typically held with prominent men from the three branches of government, university professors, journalists, local government officials, and representatives from industry, foundations, or other private organizations. Interns manage most of the arrangements for seminars themselves, with guidance available from advisors.

Who May Attend

All persons appointed in 1968 from the management intern register of the Federal Service Entrance Examination are eligible for nomination. In addition, all employees participating in an agency intern program at the management entry level are eligible, regardless of whether or not appointed from the management intern register. Other employees, GS-5 through GS-9 or equivalent may be nominated provided the individual is being developed for assumption of management responsibilities and qualifications of the individual match those expected of management interns.

How To Make Nominations

Optional Form 37 should be submitted by authorized agency representatives by August 15, 1968, to: Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. In addition agencies are asked to submit in duplicate, Form XCD-3 for each person nominated.

Other Information

The cost to the agency will be $60 per participant. Substitutions of eligible participants may be made up to the beginning of the program. Further information may be obtained by calling 343-9441 or code 183, extension 39441.

CS-7757-MID

BASIC CONCEPTS IN GOVERNMENT OPERATIONS

Civil Service Commission

A 1-week program to be scheduled during each of the first two quarters, FY 69, to be held at the Civil Service Commission, 1900 E Street NW.

Description

This week-long program, for recently hired college graduates, is designed to complement agency orientation efforts providing an extended opportunity to explore how the Federal Government is organized and how it operates. The program analyzes the nature of Federal employment and relates the participants' individual jobs not only to their agency, but to the executive branch as a whole. An operational view of Government is presented by experienced officials and managers. Through lectures and discussion sessions, the participants gain an understanding of the formation and administration of public policy. Career development concepts and information useful to young entry-level professionals is also presented.

Who May Attend

Nominees for this program should be career employees at entrance level, GS–5 through GS–9, in administrative, technical, and professional occupations.

How To Make Nominations

Nominations are to be submitted by authorized agency representatives no later than 3 weeks before the beginning date of each program to: Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $60 per participant. Agencies may obtain further information by calling 343–9441 or code 183, extension 39441.

CS–8617–MID

AUTOMATIC DATA PROCESSING ORIENTATION FOR MANAGEMENT INTERNS

Civil Service Commission

A 1-week program conducted March 10–14, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

This program, designed primarily for management interns, provides information about the management implications involved in the use of automatic data processing systems. Among the topics discussed will be: (a) Past, present, and future capabilities of automatic data processing equipment; (b) preparation required prior to acquisition and use of a computer; (c) effects of ADP systems on organizational structure, the workforce, and management; (d) present ADP applications and their results in terms of efficiency and economy; (e) the economic and social effects of increasing automation; (f) ADP in the Federal Government; and (g) the future of ADP. Special emphasis will be placed on adjustments in management concepts, responsibilities, and organizational structure needed to derive maximum value from computer resources.

Who May Attend

All persons appointed in 1968 from the Management Intern Register of the Federal Service Entrance Examination are eligible for nomination. In addition, all employees participating in an agency intern program at the management entry level are eligible, regardless of whether or not appointed from the Management Intern Register. Other employees may be nominated provided (1) the individual is being developed for assumption of management responsibilities, and (2) the qualifications of the individual match those exepected of management interns.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, by February 10, 1969.

Other Information

The cost of the program—$60 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies. Agencies may obtain further information from The ADP Management Training Center, 343–6147 or code 183, extension 6147.

CS–7000–SPV

SUPERVISION AND GROUP PERFORMANCE

Civil Service Commission

A 1-week program offered 9 times a year at the Civil Service Commission, 1900 E Street NW.

Description

Supervision and Group Performance will introduce supervisors to modern concepts of effective supervision, based on recent findings of social science research. Brief presentations or readings and group participation exercises are followed by a thorough discussion of each topical area, and participants analyze the application of the concepts to practical supervisory situations. Topics covered include: The Job; Placement and Promotion; Why People Behave as They Do; Leadership; Why Groups Act as They Do; Analysis of a Work Situation; Steps to Supporting and Remedying; Steps to Major Change; Orientation of New Workers; Learning; Performance Appraisal; and Discipline.

Who May Attend

This course is designed for first line supervisors. Accordingly, nominees should be in direct charge of employees who do the work in their organizations. Participants are divided into classes with similar grade levels, i.e., grades GS–12 and below or GS–11 and above.

How To Make Nominations

Nominations should be submitted by authorized agency officials in priority order to: Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Classes are limited to a maximum of 20 participants. Dates of courses will be published in the strategy-for-development booklet "Programs For Supervisors" for Fiscal Year 1969.

Other Information

Participants are expected to attend all sessions. The cost to each agency is $100 per participant. Further information may be obtained by calling 343–9441 or code 183, extension 39441.

CS-7001-SPV

SUPERVISION AND GROUP PERFORMANCE: AN INSTITUTE FOR TRAINERS

Civil Service Commission

A 1-week program offered 9 times a year at the Civil Service Service Commission, 1900 E Street NW., and at various of the Civil Service Regional Offices.

Description

This institute is designed to equip agency instructors to present the Civil Service Commission course: Supervision and Group Performance for agency supervisors. The fundamental concepts supporting the course structure will be examined in detail, followed by workshop experience with the more difficult portions of the course. Participants who successfully complete the institute by demonstrating their understanding of the subject matter and their ability to present the material will receive a copy of the Instructor's Guide to Supervision and Group Performance.

Who May Attend

Attendance is conditional upon prior attendance at a regular presentation of Supervision and Group Performance. A high level of skill in conference leadership is particularly important to successful performance.

How To Make Nominations

Arrangements to schedule potential instructors through both the regular course and the institue should be made as far in advance as possible by contacting Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, or by calling 343-9441 or code 183, extension 39441.

Other Information

The cost to the agency will be $200 per participant. A minimum of 4 participants will be required to schedule an institute.

DJ-7000-SPV

SUPERVISION AND GROUP PERFORMANCE

Bureau of Prisons, Department of Justice

Description

Supervision and Group Performance is also offered by the Bureau of Prisons using Civil Service Commission trained instructors. Courses are presented periodically at the U.S. Penetentiary, Lewisburg, Pa., and the Federal Reformatory, Petersburg, Va.

Who May Attend

Employees of other Federal agencies may attend. Priority in selection of other agency nominees will be given to those agencies which have a mission of interest to the Bureau of Prisons, i.e., Labor Department; Defense Department; Health, Education and Welfare Department; Office of Economic Opportunity, etc.

How To Make Nominations

Nominations are to be made on Optical Form 37. Mail nominations to: Chief, Manpower Development Section, Bureau of Prisons, Room 400, 101 Indiana Avenue NW., ZIP 20537 (Stop 305-B).

Other Information

No cost. Further information may be obtained by calling RE 7-8200, Extension 2275 (code 187).

HE-7000-SPV

SUPERVISION AND GROUP PERFORMANCE

Social Security Administration

This course consists of ten one-half-day sessions, given in a.m. of 2-week period. Course planned 10 times a year beginning in September by the Social Security Administration at 6401 Security Boulevard, Baltimore, Md. 21235.

Description

This course, developed after two years of intensive research by the Civil Service Commission, is designed to introduce the supervisor to modern concepts of effective supervision. The method is probably best described as a series of problem-solving conferences, bringing into play the various participative techniques of role playing, buzz groups, demonstration, case discussion and workshop. Topics include: The Job; Placement and Promotion; Leadership; Why Groups Act as They Do; Analysis of a Work Situation; Equal Employment; Employee-Management Relations; Steps to Change; Orientation of the New Worker; Learning; Performance Appraisal; and Discipline.

Who May Attend

This course is primarily for Social Security Administration employees; however, if space permits, qualified employees of other agencies will be accepted. The course is designed for firstline supervisors—those who are in direct charge of employees without an intermediate level of supervision.

How To Make Nominations

Nominations should be made to the Social Security Administration, Office of Administration, Division of Employee Development, 6401 Security Boulevard, Baltimore, Md. 21235.

Other Information

Cost per participant is $75. Agencies may obtain additional information by calling area code 301, 944–5000, extension 5393, or on IDS code 130, extension 5393.

CS–7002–SPV

BASIC MANAGEMENT TECHNIQUES I

Civil Service Commission

A 1-week program presented at least once a quarter at the Civil Service Commission, 1900 E Street NW.

Description

This course will examine in considerable detail the management processes of planning, scheduling, organizing, and controlling. Each topic will be presented by lecture, demonstration and brief reading followed by supervised workshop experience. The aim in every case is the development of a specific management skill. Topics to be covered include: The Responsibilities of Supervisors; the Planning Process; the Rationale of Organization; Basic Departmentation; Assignment of Work and Work Distribution; the Scheduling Process; Principles of Direction; the Order Giving Process; Simplified Critical

Path Method; Control Techniques; Graphic Planning Devises (including "Gantt" charts and Document Distribution charts); and Planning Personal Time.

Who May Attend

The program is designed for supervisors, GS–9 or equivalent through GS–14. This course is designed for supervisors and is not recommended for those in nonsupervisory staff positions.

How To Make Nominations

Nominations are to be submitted by authorized agency representatives no later than 3 weeks before the beginning date of each program to: Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $100 per participant. Classes are limited to 20 participants. Further information may be obtained by calling 343–9441 or code 183, extension 39441.

CS–7003–SPV

BASIC MANAGEMENT TECHNIQUES II

Civil Service Commission

A 1-week program presented at least once a quarter at the Civil Service Commission, 1900 E Street NW.

Description

This course will examine in considerable detail the subjects of communication; personnel management; problem solving; decisionmaking and the responsibilities of Federal service. Each topic will be presented by lecture, demonstration, and brief reading followed by supervised workshop experience. The aim in every case is the development of a specific management skill. Topics covered include: The Function of Communication; Barriers to Effective Communication; What Should Be Communicated; How to Conduct a Conference; an Introduction to Planning, Programming, Budgeting Systems; Evaluating Employee Performance; How to Use Formal Incentives; How to Undertake Formal Adverse Actions; Avoiding Pitfalls in Problem Solving; Inductive Problem Solving Techniques; Rational Decision

Making; and the Responsibilities of Federal Service in Terms of Today's Problems.

Who May Attend

The program is designed for supervisors, GS–9 or equivalent through GS–15. This course is designed for supervisors and is not recommended for those in nonsupervisory staff positions.

How To Make Nominations

Nominations are to be submitted by authorized agency representatives no later than 3 weeks before the beginning date of each program to: Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $100 per participant. Classes are limited to 20 participants. Further information may be obtained by calling 343–9441 or code 183, extension 39441.

CS–7005–SPV

BASIC MANAGEMENT TECHNIQUES I: AN INSTITUTE FOR TRAINERS

Civil Service Commission

A 2-day program offered on an "as needed" basis at the Civil Service Commission, 1900 E Street NW.

Description

This institute is designed to equip agency trainers to present the Civil Service Commission course: Basic Management Techniques I. The course materials and supporting information will be examined in detail, followed by discussion and workshop experience with the more difficult portions of the course. Each instructor will be presented with a copy of the Instructor's Guide to Basic Management Techniques I.

Who May Attend

Attendance is conditioned upon prior attendance in a regular presentation of Basic Management Techniques I. A background in management analysis or associated management staff activities, seems to be essential in order to present the course successfully.

How To Make Nominations

Arrangements to schedule potential instructors through both the regular course and the institute should be made as far in advance as possible by contacting Director, General Management Training Center, or by calling 343–9441 or code 183, extension 39441.

Other Information

The cost to the agency will be $150 per participant. A minimum of five participants will be required to schedule an institute. Participation will be limited to eight.

CS–7006–SPV

BASIC MANAGEMENT TECHNIQUES II: AN INSTITUTE FOR TRAINERS

Civil Service Commission

A 2-day program offered on an "as needed" basis at the Civil Service Commission, 1900 E Street NW.

Description

This Institute is designed to equip agency trainers to present the Civil Service Commission Course: Basic Management Techniques II. The course, materials, and supporting information will be examined in detail, followed by discussion and workshop experience with the more difficult portions of the course. Each participant will be presented with a copy of the Instructor's Guide to Basic Management Techniques II.

Who May Attend

Attendance is conditonal upon prior attendance of a regular presentation of Basic Management Techniques II. A background in personnel administration or related activity is desirable.

How To Make Nominations

Arrangements to schedule potential instructors through both the regular course and the institute should be made as far in advance as possible by contacting Director, General Management Training Center, or by calling 343–9441 or code 183, extension 39441.

Other Information

The cost to the agency will be $150 per participant. A minimum of five participants will be required to schedule an institute. Participation will be limited to eight.

CS-7008-SPV

SUPERVISION AND GROUP PERFORMANCE FOR THE ENGINEER AND SCIENTIST

Civil Service Commission

A 5-day program to be held February 10–14, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

This program is designed for the scientist or engineer who recently has made, or is preparing to make the transition from the bench into management. An introduction to modern concepts of effective supervision, based on recent findings of social science research is presented by presentations or readings and group participation followed by a thorough discussion of each topical area. Topics covered include: the job, placement and promotion, why people behave as they do, leadership, why groups act as they do, analysis of a work situation, steps to major change, orientation of new workers, learning performance appraisal, and discipline.

Who May Attend

Participation is intended for practicing or those who are about to become first-line supervisors. Preferably, nominees should be in direct charge of employees who do the work in their organization.

How To Make Nominations

Nominations should be submitted to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, by authorized agency officials. Confirmation of accepted nominations will be made in advance of the program. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued at a later date.

Other Information

Cost: $100 per participant. Agencies may obtain further information by calling 343–6152 or code 183, extension 6152.

CS-7009-SPV

LEADERSHIP SEMINAR FOR SUPERVISORY ATTORNEYS

Civil Service Commission

A 5-day program to be conducted at the Civil Service Commission. Dates will be announced later.

Description

The program will examine the special nature of the job of supervisors of legal staffs. It will introduce supervisory attorneys to modern concepts of effective supervision, based on recent findings of social science research. The impact of organizational structure on the productivity and creativity of legal personnel and the leadership patterns best designed to release and accelerate creativity will be discussed. Participants will have the opportunity to analyze the application of concepts of supervision to practical situations.

Who May Attend

The program will be open to attorneys GS-12 and above presently serving in the supervisory positions or who are being trained for such positions.

How To Make Nominations

Authorized agency representatives will submit nominations to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Dates for receipt of nominations and confirmation of acceptance will be included in a program announcement to be issued at a later date.

Other Information

The cost of the program—$150 per person—will be prorated among participating agencies. Additional information can be obtained from the General Management Training Center by calling 343-6152 or code 183, extension 6152.

294-886 O—68——6

AF–01–SPV

MANAGEMENT COURSE FOR SUPERVISORS

Department of the Air Force

A 50-hour course to be conducted at the Pentagon and at Bolling Air Force Base. It consists of 2-hour sessions on 25 alternate workdays to instruct first- and second-echelon supervisors in fundamentals of supervision. Although the course is continually repeated, specific starting dates are not established.

Description

This course is designed for inexperienced supervisors. The conference method of instruction is used and considerable emphasis is placed on immediate application of what is taught in the classroom to the job situation. The instructor frequently visits each conferee at his work place to provide onsite guidance. The course is divided into six parts: The Supervisor's Job, 4 hours; How to Improve the Work Situation, 14 hours; How to Get the Work Out, 6 hours; How to Train Workers, 10 hours; How to Work With People, 12 hours; and Self-Improvement, 4 hours.

Who May Attend

This course is intended primarily for Air Force employees; however, if space permits, full-time supervisors from other agencies who have not completed equivalent training will be accepted. No one will be enrolled to attend less than the complete course.

How To Make Nominations

Nominations should be sent to Chief, Career Development and Training Branch, AFESSCB, Staff Civilian Personnel Division, Office of the Secretary of the Air Staff, Headquarters, USAF, Washington, D.C. 20333, or to the Civilian Personnel Officer, 1100 Air Base Wing, Bolling Air Force Base, D.C. 20332. Nominations should indicate the nominee's name, grade, and title; a telephone number which may be called to schedule his attendance; a statement that he is a full-time supervisor; and the total time he has had duties which include supervision over others.

Other Information

No cost to agencies.

HE–02–SPV

FUNDAMENTALS OF SUPERVISION

Social Security Administration
Baltimore, Maryland 21235

A 5-day program offered 6 times a year, beginning in September, by the Social Security Administration at 6401 Security Boulevard, Baltimore, Md. 21235.

Description

This course is designed to: expose the supervisor to some appropriate written material and illustrations in the functional areas of planning, organizing, directing, and controlling; explore with them their concepts of their role in performing these functions; involve the participants in practicing, observing, and critiquing the functions as performed in class, drawing upon their collective experiences and judgments; improve the practice of these functions by the participants; and better their on-the-job performance and increase their value to the organization. Topics include the planning, organizing, directing, and controlling functions of management; decision-making (emphasizing quantitative techniques and tools); communications (emphasizing current, behavioral science research findings); delegation (emphasizing its role in facilitating changes and promoting creativity and individual growth).

Who May Attend

This course is primarily for Social Security Administration employees; however, if space permits, qualified employees of other agencies will be accepted. The course is primarily designed for line and staff supervisors through secondline.

How To Make Nominations

Nominations should be made to Social Security Administration, Office of Administration, Division of Employee Development, 6401 Security Boulevard, Baltimore, Md. 21235.

Other Information

Cost per participant is $75. Agencies may obtain further information by calling area code 301, 944–5000, extension 5393, or on IDS code 130, extension 5393.

VA–01–SPV

SUPERVISORY PRINCIPLES

Veterans Administration

A 20-hour course consisting of five 4-hour sessions to be offered September 16–20, October 14–18, 1968–January 6–10, April 7–11, 1969. Veterans Administration, Room 200, Vermont Avenue and H Street NW., Washington, D.C.

Description

This course is designed to cover the various aspects of primary and secondary supervisory leadership. Instructional media to be used include lectures, films, case studies, and modern participative techniques. Topics to be covered are communications, employee motivation, on-the-job supervision, employee morale, budgeting time and effort, supervisory leadership, creating job interest, dealing with dissatisfied employees, and developing cooperation.

Who May Attend

First- and second-line supervisors in the general grade areas GS–11 through GS–13 or equivalent.

How To Make Nominations

For information regarding nominations call code 148, extension 3101 or write Employee Relations and Training Division (055C), Central Office Personnel Service, Veterans Administration, 810 Vermont Avenue NW., Washington, D.C. 20420 (Stop 73).

Other Information

This course is primarily for Veterans Administration Employees; however, nominees from other agencies will be accepted as space permits.

IN–01–SPV

MANAGEMENT FOR SUPERVISORS

Bureau of Commercial Fisheries
Department of Interior

A 5-day program to be held February 26–March 1, 1968 and March 25–29, 1968 at 1801 N. Moore Street, Arlington, Va.

Description

This management training course is rooted in the behavioral sciences and is designed to: (a) increase the supervisor's self-awareness; (b) give the supervisor greater insight into individual and group behavior; (c) help him become more effective in interpersonal relationships; (d) become a more effective motivator; and (e) examine leadership styles. The instruction consists of lecture, case studies, group discussion, role playing, and work projects.

Who May Attend

First- and second-line supervisors and anyone who is about to become a supervisor.

How To Make Nominations

Write to: Chief, Employee Development, Bureau of Commercial Fisheries, Department of Interior, Washington, D.C. 20240.

Other Information

There will be no charge for participating. Further information may be obtained by calling 343–3719 or code 183, extension 33719.

CS–8302–FIN

FINANCE IN AGENCY MANAGEMENT

Civil Service Commission

Two 5-day programs, scheduled for October 7–11, 1968, and May 12–16, 1969, will be held in Washington, D.C. Identical programs will be scheduled at major centers of Federal employment in the U.S.

Description

The program focuses on the role of finance and the financial systems in managing an agency's operations and on the integration of the financial specialties necessary to carry out this role effectively. A sufficient number of simultaneous sessions are held to permit participants to work in discussion groups of approximately 25 persons. The program consists of 3 days of general topics and a 2-day specialized segment selected by the participant from among 4 options: budgeting, accounting, auditing, and unspecialized.

Who May Attend

Sessions in Washington, D.C., are limited to Federal employees, GS–7 through GS–12 (or equivalent), who have responsibilities in one or more of the financial specialties. Sessions in other cities are limited to similar employees, GS–5 through 11.

How To Make Nominations

Nomination-Registration for Training (Optional Form 37) should be submitted by authorized agency officials to the Director, Financial Management & PPBS Training Center, U.S. Civil Service Commission, Washington, D.C. 20415 (for programs in Washington). For programs outside Washington, contact the nearest Regional Institute listed below: the Financial Management & PPBS Institute at the Commission's Regional Training Center in Philadelphia, Atlanta, St. Louis, or San Francisco. More detailed information will be given in a program announcement to be issued at a later date.

Other Information

Cost: $100 per participant at programs in Washington, D.C. Cost for programs in other cities will be announced at a later date. Further information may be obtained by telephoning:

City	*Area code*	*Telephone No.*	*IDS code*
Washington, D.C.	202	343–6136	183–6136
Atlanta, Ga.	404	526–4477	
Philadelphia, Pa.	215	597–4543	
St. Louis, Mo.	314	622–4274	
San Francisco, Calif.	415	556–5738	

CS–8315–FIN

FINANCIAL MANAGEMENT FOR PROGRAM ADMINISTRATORS

Civil Service Commission

To be scheduled. 4-day programs will be held at the Civil Service Commission, 1900 E Street NW., and at major centers of Federal employment in the U.S.

Description

The program consists of class sessions, readings, and a special project. Class sessions provide an understanding of basic economic and financial concepts and an integrated view of finance and management in a governmental environment. Topics cover the financial aspects of decisions on outputs and production capacity, operations control, and performance evaluations. Reading materials contain comprehensive, detailed information about specific management techniques for study after class sessions end. Approximately 500 pages of reading are assigned before class sessions begin. Each participant also is asked to analyze his operation and submit a short, written report at the first session.

Who May Attend

Sessions in Washington, D.C. are limited to Federal managers, GS–12 through GS–14 or equivalent. Sessions in other cities are limited to Federal managers, GS–9 and above, or equivalent. (An identical program, "Financial Management for Operating Executives," is held in Washington, D.C. for Federal executives, GS–15 and above or equivalent.) Persons with primary responsibility in financial matters (budgeting, accounting, auditing) should not be nominated.

How To Make Nominations

Nomination-Registration for Training (Optional Form 37) should be submitted by authorized agency officials to the Director, Financial Management & PPBS Training Center, U.S. Civil Service Commission, Washington, D.C. 20415 (for programs in Washington). For programs outside Washington, contact the nearest of the following Regional Institutes: the Financial Management & PPBS Institute at the Commission's Regional Training Center in Philadelphia, Atlanta, St. Louis, or San Francisco. More detailed information will be given in a program announcement to be issued at a later date.

Other Information

Cost: $145 per participant at programs in Washington, D.C. Cost for programs in other cities will be announced at a later date. Further information may be obtained by telephoning:

City	*Area code*	*Telephone No.*	*IDS*	*FTS*
Washington, D.C.	202	343–6136	183–6136	202–
Atlanta, Ga.	404	526–4477		
Philadelphia, Pa.	215	597–4543		
St. Louis, Mo.	314	622–4274		
San Francisco, Calif.	415–	556–5738		

CS–8301–FIN

MANAGEMENT OF GOVERNMENT FINANCES

Civil Service Commission

To be scheduled. 5-day programs held at the Civil Service Commission, 1900 E Street NW.

Description

The program covers problems, new developments and trends in financial management and related fields, the interrelationships of the financial specialties, and the nature, purposes and systems of financial management in the Federal Government. The program consists of preparatory readings and classroom discussions.

Who May Attend

Participation in this program will be open to persons, GS–13 through GS–15 or equivalent, who are assigned to positions in the financial management field, or to positions involving work activities where substantial benefit could be anticipated from a program of this nature.

How To Make Nominations

Nomination-Registration for Training (Optional Form 37) should be submitted by authorized agency officials to the Director, Financial Management & PPBS Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of the program. More detailed information will be given in the program announcement to be issued at a later date.

Other Information

Cost: $150 per participant. Further information may be obtained by telephoning area code 202, 343–6136 or code 183, extension 6136.

CS–8310–FIN

INFORMATION SYSTEMS FOR PPB

Civil Service Commission

A three-day course presented once each quarter at the Civil Service Commission, 1900 E Street NW.

Description

The course begins with a brief overview of PPB and a discussion of information technology and its general implications to management. It focuses specifically upon the special problems associated with the Planning, Programming, Budgeting information matrix and the change control required to maintain this matrix. The automated data bank is examined from the point of view of the user and the builders. The problems associated with the data bank and methods for minimizing these problems are presented. The formal portion of the course ends with agency presentations that focus on experience and problems to date in establishing PPB information and reporting systems. The instructional portion of the course will be presented by consultants and Government officials currently engaged in establishing information systems to support agency PPB systems.

Who May Attend

Nominations will be limited to approximately 20 individuals. Nominees should be limited to those individuals concerned with agency program planning and budgeting systems. Participation will normally be limited to GS–13 and above. Lower graded individuals may be nominated where there is a particular need.

How To Make Nominations

Nomination-Registration for Training (Optional Form 37) should be submitted by authorized agency officials to the Director, Financial Management & PPBS Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of the program. More detailed information will be given in the program announcement to be issued at a later date.

Other Information

Cost: The cost of this program will be prorated among the participating agencies. The cost to the agency will be $125 per person. Agencies will be billed for all accepted nominees unless formal cancellations are received. Further information may be obtained by telephoning area code 202, 343–6136 or code 183–6136.

CS–8317–FIN

INTRODUCTION TO PPB

Civil Service Commission

A series of one-week residential courses conducted at the University of Maryland.

Description

These courses will provide the participant with an overall understanding of the concepts, the economic foundation, the structure, and the analytic techniques of Planning-Programming-Budgeting. Each course will consist of an introduction to basic PPB concepts, followed by concentrated work in one of the following areas: general management, natural resource programs, human resource programs, research programs, and international programs.

Who May Attend

These programs are specifically intended for Federal managers, GS–12 and above, although staff and other support personnel will also find them of value. Ordinarily, attendance would be in a program (e.g. natural resources, etc.) which reflects the nominee's area of responsibility.

How To Make Nominations

Nominations should be made in response to announcements of specific units in the series. Nomination-Registration for Training (Optional

Form 37) should be submitted by authorized agency officials to the Director, Financial Management & PPBS Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of the program. More detailed information will be given in the program announcement to be issued at a later date.

Other Information

Cost: $160 per participant, excluding living accommodations. Further information may be obtained by telephoning area code 202, 343–6136 or code 183–6136.

CS–8303–FIN

A PLANNING, PROGRAMMING, BUDGETING SEMINAR

Civil Service Commission

A 2-week residence program conducted repeatedly as needed.

Description

The course is designed to achieve three essential objectives: It will provide the student with a grasp of the underlying economic base of program budgeting. It will provide a working knowledge of the structure and functioning of the planning, programing, and budgeting system as set forth in the Bureau of the Budget's Bulletin 68–2 with particular emphasis on the process of analysis. It will introduce the student to sophisticated quantitative approaches to management planning and control, and improve his ability to communicate intelligently with expert quantitative analysts.

Who May Attend

This seminar is intended for: (1) Those directly involved in the PPBS operations such as programers and budget people, and (2) those line managers at upper and middle levels who will be using the system as an aid to decisionmaking. The course is specifically not intended to prepare individuals to perform economic or quantitative analysis. (No economics or mathematics background is required for successful participation.)

How To Make Nominations

Nominations should be submitted in priority to: Director, Financial Management and PPBS Training, Office of Career Development, U.S.

Civil Service Commission, Washington, D.C. 20415. Nomination-Registration for Training, Optional Form 37, should be submitted for each nominee. Accepted nominees will receive reporting instructions. The Civil Service Commission will make necessary arrangements for accommodations.

Other Information

$300 for tuition, books and supplies plus per diem. Due to the extraordinary need for PPBS training space, cancellations cannot be accepted. Agencies will be expected to utilize all training space assignments. Substitutions of qualified candidates may be made at any time before the course begins.

CS–8316–FIN

SEMINAR ON ADP IN FINANCIAL MANAGEMENT

Civil Service Commission

A 3-day program to be held November 6–8, 1968 and March 26–28, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

This seminar is designed to explore the various systems approaches involved in implementing the decision to automate financial functions. Emphasis will be given to a study of the logical sequence of steps involved in automating: developing the systems design, installing the system, controlling and evaluating the system, and other pertinent considerations. This program will build upon the material presented in the 2-day Management Introduction to ADP, and will focus on the discussion of actual case histories specifically relating to financial management.

Who May Attend

Accountants, budget officers, and others in the financial management field, GS–11 and above are eligible for nomination. Prior attendance at a Management Introduction to ADP or equivalent knowledge is recommended in order to realize the full potential of the seminar.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, by October 9, 1968 and February 20, 1969, respectively.

Other Information

The cost of the program—$120 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies. Agencies may obtain further information from The ADP Management Training Center, 343-6147 or code 183, extension 6147.

CS-8629-MID

PRINCIPLES AND PRACTICES OF AUDITING IN THE ADP SYSTEMS ENVIRONMENT

Civil Service Commission

A 3-week course to be held August 12-30, 1968; September 9-27, 1968; October 7-25, 1968; November 4-22, 1968; December 2-20, 1968; January 6-24, 1969; February 3-20, 1969; March 3-21, 1969; March 31-April 18, 1969; April 28-May 16, 1969; and June 2-20, 1969. These courses will be held at the Civil Service Commission, 1900 E Street NW., Washington, D.C., unless otherwise noted in the announcement brochure.

Description

This course, designed at the request of and in coordination with the Federal auditing community, is intended to meet the basic ADP training needs of government auditors. The specific objectives of the course are: (a) To provide understanding of the impact of ADP on auditing; (b) to overcome—through knowledge—the apprehension of auditors about ADP systems and equipment; (c) to enable auditors to communicate meaningfully and confidently with ADP specialists; and (d) to familiarize auditors with internal controls, audit trails, tools, techniques, and methods which are generally applicable to the audit of ADP systems. Course content will include sessions on ADP systems design, equipment and programing; internal controls and audit trails; computer-assisted audit techniques; and the development of a realistic case-study application. The instructor team will consist of professional government auditors and ADP specialists assigned to this effort on a full-time basis by their parent agencies.

Who May Attend

Federal auditors, GS-9 and above (or military equivalent), with at least one year of Federal auditing experience are eligible for nomination.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, in accordance with the nomination procedure specified in the course announcement.

Other Information

The cost of the program—$160 per person—will be shared by the participating agencies. Agencies may obtain more information from The ADP Management Training Center, 343–6147 or code 183, extension 6147.

CS–7507–EXM

FINANCIAL MANAGEMENT FOR OPERATING EXECUTIVES

Civil Service Commission

To be scheduled. Each 4-day program will be held at the Civil Service Commission, 1900 E Street NW.

Description

The program consists of class sessions, readings, and a special project. Class sessions provide an understanding of basic economics and financial concepts and an integrated view of finance and management in a governmental environment. Topics cover the financial aspects of decisions on outputs and production capacity, operations control, and performance evaluations. Reading materials contain comprehensive, detailed information about specific management techniques for study after class sessions end. Approximately 500 pages of reading are assigned before class sessions begin. Each participant also is asked to analyze his operation and submit a short, written report at the first session.

Who May Attend

Federal managers, GS–15 and above or equivalent. (An identical program, "Financial Management for Program Administrators," is held for Federal managers below GS–15). Nominees should have major general management responsibilities. Executives with primary responsibility in financial matters (budgeting, accounting, auditing) should not be nominated.

How To Make Nominations

Nomination-Registration for Training (Optional Form 37) should be submitted by authorized agency officials to the Director, Financial Management & PPBS Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. More detailed information will be given in a program announcement to be issued at a later date.

Other Information

Cost: $145 per participant. Further information may be obtained by telephoning area code 202, 343–6136 IDS code 183–6136.

CS-7530-MAN

AN INTRODUCTION TO SCIENTIFIC COST ANALYSIS

Civil Service Commission

A 3-day program scheduled 5 times a year.

Description

This course introduces the participant to the process of analyzing the complete cost implications of a variety of program alternatives. The participant will learn to apply techniques for analysis and estimation for both current and proposed programs. Subjects covered will include: elements of program costs, sources of cost data, use of statistical estimation, and the use of cost factors and cost models. The emphasis of the course is practical rather than theoretical, with the maximum attention being given to workshops and exercises designed to equip the participant to perform actual cost analysis.

Who May Attend

Participation is open to Federal staff analysts and managers who require a working knowledge of cost analysis.

How To Make Nominations

Nomination-Registration for Training (Optional Form 37) should be submitted by authorized agency officials to the Director, Financial Management & PPBS Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of the program. More detailed information will be given in the program announcement to be issued at a later date.

Other Information

Cost: $145 per participant. Further information may be obtained by telephoning area code 202, 343-6136 or code 183-6136.

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CS-8312-MAN

COST/BENEFIT WORKSHOP

Civil Service Commission

A 5-day program conducted eight times annually at the Civil Service Commission, 1900 E Street NW.

Description

The course is designed to afford substantial participation by attendees in conducting a cost-benefit analysis. A single-thread problem divided into five exercises provides the opportunity to do an actual analysis from the development of the scenario through problem definition, objective formulation and criteria, to cost and benefit calculations. Each participant will receive a handbook of cost-benefit methodology, case problems and selected visual aid material. Some algebra will be used, however it will not be essential to successful participation. Graphic solutions will be used whenever possible.

Who May Attend

Participation will normally be limited to grades GS-11 and above, although others with specific need and appropriate background will be accepted on an individual basis. Attendance will be limited to 30 participants.

How To Make Nominations

Nomination-Registration for Training (Optional Form 37) should be submitted by authorized agency officials to the Director, Financial Management & PPBS Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of the program. More detailed information will be given in the program announcement to be issued at a later date.

Other Information

Cost: $165 per participant, further information may be obtained by telephoning area code 202, 343-6136 or code 183-6136.

CS–7528–MAN

ANALYTIC TECHNIQUES FOR PUBLIC MANAGERS

Civil Service Commission

A series of 3-day programs—schedule to be announced.

Description

Each 3-day program will concentrate on a single analytic technique associated with the special studies or program planning requirements of PPBS. In each case the participants will be expected to develop and learn to utilize the specific analytic skill being taught. Techniques will include linear programming; dynamic programming; multiple correlation and regression analyses; Bayesian analyses; and gaming. Additional topics will be added as required by the developing skills of the analytic community.

Who May Attend

Participation is open to Federal staff specialists engaged in the range of analytic endeavor where the skills taught are applicable. In addition, managers may wish to sharpen a specific analytic skill in response to the demands of their own environment. In most instances a pre-test will be required as a screening device to assure that participants possess the minimum requirements for successful participation in the course. Since the minimum requirements will vary from subject to subject, they will be specified in each course announcement.

How To Make Nominations

Nomination-Registration for Training (Optional Form 37) should be submitted by authorized agency officials to the Director, Financial Management & PPBS Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of the program. More detailed information will be given in the program announcement to be issued at a later date.

Other Information

Cost: $145 per participant. Further information may be obtained by telephoning area code 202, 343–6136, or code 183–6136.

CS–7527–MAN

QUARTERLY CONFERENCE FOR PPB SYSTEMS ANALYSTS

Civil Service Commission

A 1-day program presented consecutively for two groups of 45 participants, at the Civil Service Commission, 1900 E Street NW.

Description

The program consists of a morning session in which an outstanding expert in the analytic areas associated with PPBS will present a summary of a recent piece of research, a new method, innovation, etc. The afternoon will consist of small group discussions of the morning's presentations plus individual agenda items previously presented for discussion by the participants. The course will permit working analysts an opportunity to discuss technical advances with thought leaders in their profession. In addition, they will have the opportunity to exchange information within the analytic community.

Who May Attend

Participation will be limited to working analysts. Space will be assigned on a yearly basis and nominees will require the endorsement of the agency official responsible for PPBS analysis.

How To Make Nominations

Nomination-Registration for Training (Optional Form 37) should be submitted by authorized agency officials to the Director, Financial Management & PPBS Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of the program. More detailed information will be given in the program announcement to be issued at a later date.

Other Information

Cost: $160 per participant, which includes participation in four one-day programs. Further information may be obtained by telephoning area code 202, 343–6136 or code 183–6136.

CS–7526–MAN

MODELS IN MANAGEMENT DECISION MAKING

Civil Service Commission

A 60-hour seminar consisting of ten 6-hour sessions held once a week at the Civil Service Commission.

Description

This course is designed to provide participants with an understanding and working knowledge of models, including their construction and use as a management tool. The sessions will develop an ability to comprehend the structural relationships between quantitative elements in problems undergoing systematic analysis. The manager will learn through actual experience how to determine, describe and evaluate the relationship between numerous interacting variables bearing on questions of choice and alternative action. He may then proceed to solve the model himself or submit it to an analyst with confidence that solutions produced will be in accord with management criteria. The emphasis in the course is on the use of the model as a means of increasing the precision of communication.

Who May Attend

Participation is open to Federal staff specialists and managers who need a thorough introduction to the use of models, who work closely with those using models for analysis, and for those working in an area where precision of communication is essential. This course is specifically not intended for economists or systems analysts who already have a working knowledge of model building.

How To Make Nominations

Nomination-Registration for Training (Optional Form 37) should be submitted by authorized agency officials to the Director, Financial Management & PPBS Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of the program. More detailed information will be given in the program announcement to be issued at a later date.

Other Information

Cost: $250 per participant. Further information may be obtained by telephoning area code 202, 343–6136 or code 183–6136.

CS–7521–MAN

MANAGERIAL ECONOMICS

Civil Service Commission

A 1-week program conducted quarterly at the Civil Service Commission, 1900 E Street NW., and at major urban centers throughout the United States.

Description

This course is designed to equip the Federal manager to incorporate the postulates of economic reasoning into his decision processes. Topics to be covered in the course include a description of how a price system functions, determination of demand, the analysis of different types of cost and their relevance for management decisions. The concept of economic efficiency will be explored in detail and related to pricing and production policies of the individual producer. The course will also cover management decision tools such as systems analysis and capital budgeting.

Who May Attend

Participation will be limited to Federal executives who currently are serving at grade levels GS–14 and above (or equivalent), in the Washington, D.C. sessions, and at grade GS–13 and above in the sessions outside Washington. Nominees should have responsibility, in a line or staff capacity, for major programs of their agencies. The course is specifically not intended for economists or managers with substantial recent academic background in microeconomic theory.

How To Make Nominations

Nomination-Registration for Training (Optional Form 37) should be submitted by authorized agency officials to the Director, Financial Management & PPBS Training Center, U.S. Civil Service Commission, Washington, D.C. 20415 (for programs in Washington). For programs outside Washington, contact the nearest of the following Regional Institutes: the Financial Management & PPBS Institute at the Commission's Regional Training Center in Philadelphia, Atlanta, St. Louis, or San Francisco. More detailed information will be given in a program announcement to be issued at a later date.

Other Information

Cost: $165 per participant for programs in Washington, D.C. Cost for programs in other cities will be announced at a later date. Further information may be obtained by telephoning:

City	*Area code*	*Telephone No.*	*IDS*
Washington, D.C	202	343–6136	183
Atlanta, Ga	404	526–4477	
Philadelphia, Pa	215	597–4543	
St. Louis, Mo	314	622–4272	
San Francisco, Calif	415	556–5738	

CS–7531–MAN

PROGRAM MANAGEMENT SERIES

Civil Service Commission

A series of 1-week courses to be introduced, starting in calendar year 1969.

Description

These courses are designed to equip the participant to manage a total program as defined under agency Planning, Programming, and Budgeting Systems. The series will cover in depth each aspect of administrative activity particularly associated with the requirements of management programs under PPB. Included in the series will be: program planning; resource management; and advanced cost analysis. Additional units in the series will be added as experience in PPB is accumulated.

Who May Attend

Program managers, and staff analysts charged with responsibility for advising program managers. Managers will ordinarily be GS–14 and above, and staff analysts GS–13 and above.

How To Make Nominations

Nominations should be made in response to announcements of specific units in the series. Nomination-Registration for Training (Optional Form 37) should be submitted by authorized agency officials to the Director, Financial Management & PPBS Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of the program. More detailed information will be given in the program announcement to be issued at a later date.

Other Information

Costs will be shared by the participating agencies and will be specified in unit announcements. Further information may be obtained by telephoning area code 202, 343–6136 or code 183–6136.

CS–7532–MAN

CURRENT ECONOMIC ISSUES

Civil Service Commission

A 1-week program scheduled quarterly.

Description

The course will be presented in seminar format to permit the maximum interchange between the participants and the faculty composed of outstanding economic theorists and practitioners from both government and universities. The specific subject matter will change from program to program to permit focus on questions of current interest to practicing economists. (Specific subject matter and readings will be announced for each seminar.) Early programs will include the following topics: progress in the measurement of personal utility; progress in predicting economic activity; government relations with the academic community; input-output analysis applied to public goods; and the use of econometric models in the administration of public programs. Additional topics will be added in response to new developments and to the expressed interest of the professional community.

Who May Attend

Participation is restricted to practicing economists, GS–12 and above.

How To Make Nominations

Nomination-Registration for Training (Optional Form 37) should be submitted by authorized agency officials to the Director, Financial Management & PPBS Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Confimation of accepted nominations will be made in advance of the program. More detailed information will be given in the program announcement to be issued at a later date.

Other Information

Cost: $160 per participant. Further information may be obtained by telephoning area code 202, 343–6136 or code 183–6136.

HE–01–MAN

BASIC ANALYSIS

Social Security Administration
Baltimore, Maryland 21235

A 5-day, full-time course offered each month, October through May, by the Social Security Administration, 6401 Security Boulevard, Baltimore, Md. 21235.

Description

This course is designed to provide an approach to analytical thinking which will benefit an employee regardless of his ultimate area of specialization. It is not concerned with specific tools of management or systems analysis but is, in effect, a prerequisite to the effective utilization of the tools of analysis. It is intended to be a concise course in logic and in the scientific approach to problem-solving and decision-making. Wherever possible, it should precede a course in Management Analysis. The subject matter to be covered includes: (a) the elementary principles of valid reasoning, with emphasis on developing skill in the use of these principles; (b) an introduction to symbolic logic; (c) the nature of a formal system of logic; (d) a general analysis of selected methods of investigation and reasoning; (e) an examination of procedures and requirements of definition, classification, sorting; and (f) causal determination.

Who May Attend

Generally, individuals may be accepted who are beginning systems and management analysts or who are engaged in related work, GS–9 thru GS–12. Under special circumstances, individuals in other positions and grades may be accepted.

How To Make Nominations

Nominations should be made to the Social Security Administration, Office of Administration, Division of Employee Development, area code 301, 944–5000, extension 5393, or on IDS code 130, extension 5393.

Other Information

Cost per participant $50. A limited number of openings will be available to other agencies.

HE–02–MAN

MANAGEMENT ANALYSIS

Social Security Administration

A 12-day course conducted by the Social Security Administration twice a year at 6401 Security Boulevard, Baltimore, Md. 21235. The course is normally offered annually in the fall and the spring.

Description

This course is designed to provide general knowledge and understanding of: (a) The major management processes; (b) the principles of management and management analysis; and (c) the tools, techniques and skills required in management analysis.

Who May Attend

Beginning management and systems analysts, GS–9 through GS–12, and other staff personnel involved in the solution of management problems may be nominated. Preference will be given to these, although some exceptions for other grade levels may be made.

How To Make Nominations

Nominations should be made to the Social Security Administration, Office of Administration, Division of Employee Development, area code 301, 944–5000, extension 5393, or on IDS code 130, extension 5393.

Other Information

Cost per participant $50. A limited number of openings will be available to other agencies.

GS–54.13–MAN

TECHNICAL ASSISTANCE WORKSHOPS

MODERNIZING MANAGEMENT REPORTS (5A)

General Services Administration

A comprehensive program presented in five half-day sessions, scheduled to meet agency demand.

Description

The workshop deals with the continuing need for better management information and reporting and focuses on management information requirements. It demonstrates and develops ways to get the right information, at the right time, with the clearest possible communication. It stresses how to stop unneeded reporting to achieve the lowest possible cost. Case histories show application of the workshop techniques. Participants, working in groups, tackle real problems of their own agencies.

Who May Attend

Registration in groups of four from a single agency provides the most effective group pattern to insure practical applications.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Paperwork Standards and Automation Division (NRP), Room 604, National Archives Building, Washington, D.C. 20408, using Optional Form 37, Nomination-Registration for Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. For further information call area code 202, 963–4154 or code 13, extension 34154.

AF-01-PER

CIVILIAN PERSONNEL OFFICER COURSE

Department of the Air Force

A 2-week course to be given at the USAF Personnel Development Center, Maxwell Air Force Base, Montgomery, Ala.

Description

This course is designed to improve the professional ability of personnel officers, potential personnel officers, and military directors of personnel to manage an effective civilian personnal program at installation and staff level. Primary emphasis is placed on staff responsibilities of the civilian personnel officer, techniques for continuous program evaluation and revision to meet changing needs; professional leadership and self-development; and administration of a total integrated program of management assistance.

Who May Attend

Although this course is scheduled primarily to meet Air Force needs, 10 employees from other Federal agencies will be accepted. Civilian personnel officers (or directors), and members of agency, bureau, or intermediate organizational level staffs whose duties require overall assistance to the civilian personnel program at numerous operating locations may attend.

How To Make Nominations

Nominations should be made by letter to the Director, USAF Personnel Development Center, Building 505, Maxwell Air Force Base, Ala. 36112, 30 days prior to the course starting date, stating the name, title, and grade of the employees and, briefly the nature and scope of his civilian personnel officer responsibilities. Agencies will be given early notification of approved nominees and provided further details.

Other Information

No cost to agencies.

AR-2-PER

PERSONNEL MANAGEMENT FOR EXECUTIVES

Department of the Army

These 8-day conferences are primarily for Department of the Army personnel; however, if space permits, qualified individuals from other agencies will be accepted. These conferences are held at various times throughout the year at the Department of the Army Civilian Training Center, Tempo B Building, Second and R Streets SW., Washington, D.C.

Description

Personnel Management for Executive Conferences are not courses of instruction in the traditional sense. They are designed to help participants find better ways of dealing with management problems for which there can be no pat answers. They assume a high degree of creativity and resourcefulness on the part of the members, and a willingness to put forth the effort to further develop their managerial abilities. The impact of these conferences is directed toward each participant as an individual and as a manager of an important segment of the work force. Learning activities can be grouped into four broad categories: Case discussions; lectures and films; conferences and work groups; reading and individual research. Although agendas vary slightly from conference to conference, the following subjects are typically treated during the 8-day period: Review of Management Theory and Research—Their Role in Improved Management; Characteristics of Groups in an Organizational Setting; Motivation in Management; Top Management Behavior and Organizational Climate; Organizational Relationships and Productivity; Communication and the Human Evaluation Process; Our Cultural Heritage—Organizational Help or Hindrance?; Executive and Manager Development; The Challenge of Our Times.

Who May Attend

Military and civilian executives with a minimum rank or grade of Lieutenant Colonel and GS-13.

How To Make Nominations

Applications will be made personally by the individual desiring to attend, indicating approval of his superiors. Each application should show: (1) Dates of conference for which application is being made; (2) Name of applicant (last, first, middle initial); (3) Occupational data: (a) Employing activity; (b) Official address (street, city, state, ZIP code); (c) Title of present position; (d) Grade or rank; (e) Time in present position (years-months); (f) Brief description of scope of supervisory responsibilities. (Attach an organizational sketch to reflect position location in employing activity.) (4) Education and specialized military or civilian experience and training (name of institution or military school attended, specialization, dates); (5) What applicant hopes to achieve by participating in the PME Conference; (6) Names of any work associates who have attended a PME Conference and location of the conference; (7) Signature of applicant. Nominations should be forwarded well in advance of conference desired to Regional Coordinator, Department of the Army Civilian Training Center, Tempo B Building, Second and R Streets SW., Washington, D.C. 20315. For further information call OX 5-2241, or code 11, extensions 52241 or 52673.

Other Information

Participants in these conferences have the very finest speakers, films, readings, and other materials and resources which are available for purposes of motivation, inspiration, and comparison of ideas. These presentations cover theoretical and conceptual formulations, research findings, practices of other successful executives, and other suitable ideas, information, and suggestion.

AR–03–PER

CIVILIAN PERSONNEL OFFICER COURSE

Department of the Army

This 8-day course is primarily for Department of the Army personnel; however, if space permits, qualified individuals from other agencies will be accepted. The course is normally held twice a year (spring and fall) at the Army Civilian Training Center, Tempo B Building, Second and R Streets SW., Washington, D.C. 20315.

Description

This course includes coverage of the Civilian Personnel Officer's role, relationships and responsibilities within the context of the Department of the Army mission and the Army's civilian personnel management policies and programs. Attention is given to the Civilian Personnel Officer's staff, service and managerial responsibilities in carrying out the requirements of his job and in preparing to meet the changing demands of the future. It is directed toward: (1) Emphasizing the Civilian Personnel Officer's role as key staff advisor on civilian personnel management; (2) highlighting responsibilities of the Civilian Personnel Officer as a manager of his own office; (3)

furthering awareness of relationship between civilian personnel management and total management; and (4) inspiring toward further planned self-development.

Who May Attend

Any personnel officer. Priority in attendance is given to: (1) New personnel officers; (2) experienced personnel officers; (3) personnel technicians recommended as potential personnel officers, who are admitted on a "space available" basis.

How To Make Nominations

Nominations should be submitted to the Chief, Army Civilian Training Center, Tempo B Building, Second and R Streets SW., Washington, D.C. The following information should be furnished: (1) Name of nominee (last, first, middle initial); (2) Date of birth; (3) Position title and grade; (4) Name and mailing address of employing activity; (5) Number of years in personnel work (excluding any clerical experience); (6) Any other Department of Army personnel courses taken during last 5 years; (7) Date; (8) Signature and title of nominating official. For further information call OX 5-2241 or code 11, extension 52241 or 52673.

Other Information

Attention is invited to the fact that this course is oriented toward the Department of Army civilian personnel management program.

AR-04-PER

INTRODUCTION TO CIVILIAN PERSONNEL MANAGEMENT

Department of the Army

This 5-day course is primarily for Department of the Army employees; however, if space permits, qualified individuals from other agencies will be accepted. The course is normally held twice a year (spring and fall) at the Army Civilian Training Center, Tempo B Building, Second and R Streets SW., Washington, D.C. 20315.

Description

This course includes coverage of: Department of the Army mission, organization, scope and the civilian role therein; civilian personnel administration in the Department of the Army—organization, functions, and responsibilities—highlighting the operating civilian personnel office; philosophy and concepts of civilian personnel management with emphasis on motivation, communication, productivity, and manager and employee development and training; the supervisor as the real personnel manager and the staff assistance role; the civilian personnel career program; and current and future challenges. Its purposes are to: (1) Provide a career-oriented introduction to the background, philosophy, concepts, and scope of the Army Civilian Personnel Management Program; (2) Improve insight into both operating and staff officials' personnel management responsibilities and their relationships; and (3) Lay a foundation for a program of self-development.

Who May Attend

GS-5 and GS-7 Trainees whose positions fall in any of the following series and who would benefit from such a course: GS-201, GS-212, GS-221, GS-223, GS-230, and GS-235.

How To Make Nominations

Nominations should be submitted to the Chief, Army Civilian Training Center, Tempo B Building, Second and R Streets SW., Washington, D.C. The following information should be furnished: (1) Name of nominee (last, first, middle initial); (2) Date of birth; (3) Position title and grade; (4) Name and mailing address of employing activity; (5) Number of years in personnel work (excluding any clerical experience); (6) Any other Department of Army personnel courses taken during last 5 years; (7) Date; (8) Signature and title of nominating official. For further information call OX 5-2241 or code 11, extension 52241 or 52673.

Other Information

Attention is invited to the fact that this course is oriented toward the Department of Army civilian personnel management program.

CS–6001–PER

IDEAS AND AUTHORS—PERSONNEL MANAGEMENT

Civil Service Commission

Four 3-hour sessions to be held once a month beginning February 13, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

Affords Federal personnelists a chance to explore significant current publications through direct discussion to the author's ideas in addition to systematic examination of the books themselves. At each session an outstanding writer will discuss his book, and an expert guest critic will present his reactions and commentary, after which participants will have an opportunity for discussion and questions. Books are furnished well in advance of the sessions at which they are to be discussed.

Who May Attend

Persons in any position in the GS–200 group at GS–13 and above; interested individuals from other occupational series at GS–13 and above will be admitted as space permits.

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued later.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $85 per participant. Agencies may obtain further information by calling 343–6141, or code 183, extension 6141.

CS–6002–PER

INTRODUCTION TO PERSONNEL MANAGEMENT

Civil Service Commission

A 5-day program to be held July 8–12 and August 26–30, 1968, at the Civil Service Commission, 1900 E Street NW.

Description

Defines and discusses the several personnel management specialties and their interrelationships, and emphasizes their relationships with overall personnel management and total management; identifies the special competences required for success in personnel management; discusses current trends and developments in personnel management.

Who May Attend

Career employees, grades GS–5 through 9, who have passed the FSEE and who are beginning or have ben selected for careers in personnel management; management interns, or trainees in other fields who meet the above requirements, are also eligible.

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued later.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $110 per participant. Agencies may obtain further information by calling 343–6141, or code 183, extension 6141.

CS–6005–PER

HUMAN DIMENSION OF PLANNING FOR CHANGE

Civil Service Commission

A 3-day program to be held May 21–23, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

Explores the human resource implications for consideration in planning for change, including: prediction of effects on manpower requirements, gaining acceptance, phasing the introduction of change with personnel activities, and placement of dislocated personnel.

Who May Attend

Line managers, personnel officials, and staff officials, GS–12 and above, who have significant responsibilities in planning and implementing major changes.

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued later.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $85 per participant. Agencies may obtain further information by calling 343–6141, or code 183, extension 6141.

CS–6006–PER

MANAGEMENT OF PERSONNEL FUNCTIONS

Civil Service Commission

A 3-day program to be held January 27–31, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

Directed toward development of managerial abilities on the part of chiefs of personnel functional areas, including the ability to coordinate their particular functional area with others in personnel management to develop and supervise subordinates, and to work effectively with line management.

Who May Attend

Employees at GS–12 and above who have responsibility for one or more substantive areas of personnel management.

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued later.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $85 per participant. Agencies may obtain further information by calling 343–6141, or code 183, extension 6141.

CS–6007–PER

PERSONNEL PROGRAM DIRECTION

Civil Service Commission

A 3-day program to be held March 3–5, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

Describes managerial and advisory responsibilities which are crucial for program success, including staff development, coordination of specialized functions within the personnel specialty, organization and control, employee relations, personnel problem-solving, and long-range planning for the personnel function. Emphasizes effective management practices in each area, with the overall goal of presenting participants insight and techniques for constructive, innovative personnel management.

Who May Attend

Personnel officers, staff specialists with significant field program responsibility, and employees being developed for personnel officer positions, at grade GS–13 and above (or equivalent).

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued later.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $85 per participant. Agencies may obtain further information by calling 343–6141, or code 183, extension 6141.

CS–6008–PER

PERSONNEL MANAGEMENT FOR PERSONNEL SPECIALISTS

Civil Service Commission

This course will have eight full-day sessions meeting once a week for 8 successive weeks. Sessions begin October 1, 1968 and February 4, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

Intensive coverage of the personnel management function, with the use of a comprehensive text selected with the assistance of an interagency committee. The course will meet one day a week for eight weeks, so that participants will have time between sessions to assimilate what has been presented and to prepare for subsequent sessions. Participants will also prepare and present a research paper.

Who May Attend

Personnel specialists GS–9 through 12; especially designed for those whose previous experience or training has not afforded a broad view of the personnel function.

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued later.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $150 per participant. Agencies may obtain further information by calling 343–6141, or code 183, extension 6141.

CS–6010–PER

PERSONNEL MANAGEMENT FOR SUPERVISORS

Civil Service Commission

A 3-day program to be held October 30–November 1, 1968, March 26–28, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

Covers knowledges the first-line supervisor should have concerning personnel processes and principles for effective performance of his job, including the supervisor's role in the selection, orientation, and development of employees; maintaining morale and productivity; performance evaluation; adverse actions; and relations with the operating personnel office.

Who May Attend

First-line supervisors GS–7 through 12.

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued later.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $85 per participant. Agencies may obtain further information by calling 343–6141, or code 183, extension 6141.

CS–6011–PER

PERSONNEL MANAGEMENT FOR MANAGERS

Civil Service Commission

A 3-day program to be held September 18–20, 1968, February 5–7, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

Reviews the role of the upper-level manager in achieving mission and program goals through effective management of human resources; covers the role of the manager as personnel administrator in his own organization; outlines the services and support he should expect from staff personnel specialists and his responsibilities to them; discusses current theories and principles of management as applied to the management of personnel.

Who May Attend

Program managers in GS–13 (or equivalent) and above; primarily intended for those with limited previous managerial experience.

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued later.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $85 per participant. Agencies may obtain further information by calling 343–6141, or code 183, extension 6141.

CS-6012-PER

IDEAS AND AUTHORS—SOCIAL SCIENCES

Civil Service Commission

Four 3-hour sessions scheduled once a month beginning October 15, 1968, at the Civil Service Commission, 1900 E Street NW.

Description

Similar to Ideas and Authors—Personnel Management, except that the books discussed will be more concerned with research findings in the social and behavioral sciences as applied to personnel management.

Who May Attend

Personnel specialists GS-13 and above; interested individuals from other occupational series at GS-13 and above will be admitted as space permits.

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued later.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $85 per participant. Agencies may obtain further information by calling 343-6141, or code 183, extension 6141.

CS-6013-PER

ORGANIZATION THEORY

Civil Service Commission

A 3-day program to be held August 7-9, 1968, at the Civil Service Commission, 1900 E Street NW.

Description

Explores traditional and current organizational theory in the light of behavioral studies of employee needs and motivations; discusses divergent views of human motivation, practical organization considerations, effective leadership patterns, productivity, and achievement of program goals.

Who May Attend

Personnel officers, supervisors, and managers, GS-12 through 15 (or equivalent).

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued later.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $85 per participant. Agencies may obtain further information by calling 343-6141, or code 183, extension 6141.

CS-6014-PER

THE SOCIOLOGY OF WORK

Civil Service Commission

A 3-day program to be held May 7-9, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

Provides an overview of the sociological factors in the work environment, the changing nature and meaning of work, impact of the organization and the group on individual behavior, group dynamics, and cultural factors.

Who May Attend

Middle-level staff and supervisory employees (GS-9 through 12) who need to know more about the science of group behavior.

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued later.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $85 per participant. Agencies may obtain further information by calling 343–6141, or code 183, extension 6141.

CS–6015–PER

EFFECTIVE COMMUNICATION FOR PERSONNEL SPECIALISTS

Civil Service Commission

A 5 half-days program to be held November 4–8, 1968, February 24–28, April 28–May 2, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

A workshop course aimed at improving oral and written communications skills with specific reference to communicating the flexibilities of the Federal personnel system to managers, supervisors, employees, and the public.

Who May Attend

Personnel specialists GS–9 through 13 who have significant responsibility for explaining and interpreting the Federal personnel system.

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued later.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $85 per participant. Agencies may obtain further information by calling 343–6141, or code 183, extension 6141.

CS–6016–PER

PSYCHOLOGY AND THE MANAGEMENT OF HUMAN RESOURCES

Civil Service Commission

A 3-day program to be held January 8–10, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

Explores problems of human behavior in the organization in the light of psychological research findings, with specific applicability to: Institutional requirements (selection, development, and counseling of employees); individual characteristics (personnel and organizational psychology and human motivation); and group influences (communication and employee-management relations).

Who May Attend

Middle-level staff and supervisory employees (GS–9 through 12) who need to know more about the science of human behavior.

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued later.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $85 per participant. Agencies may obtain further information by calling 343–6141, or code 183, extension 6141.

Classification and Position Management

CS-0001-PER

POSITION CLASSIFICATION AND THE MANAGEMENT PROCESS

Civil Service Commission

A 5-day program to be held July 22-26, 1968, September 9-13, 1968, February 3-7, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

Stresses the role of classification in total personnel management; provides information and practice workshop applications necessary to develop basic skills in fact finding, analysis, and evaluation of positions.

Who May Attend

Persons serving in personnel management positions, GS-5 through 9, who are or will become directly involved in the classification function.

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued later.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $110 per participant. Agencies may obtain further information by calling 343-6141, or code 183, extension 6141.

CS-0002-PER

POSITION MANAGEMENT

Civil Service Commission

A 3-day program to be held October 21–23, 1968, March 26–28, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

Establishes a systematic approach to position management through study of the organization, groupings, and assignment of duties in accordance with effective procedures and technology; affords practice in the solution of problems of design of work, alternative organizational structures, motivation, utilization, and control systems; emphasizes the team approach (involvement of specialists in budgeting, classification, management analysis, etc.).

Who May Attend

Personnel, budget, and management analysis specialists, and line managers, who have significant responsibilities in position management and who have well-rounded backgrounds in their own fields. Priority will be given to agencies who nominate a team of employees representing the above specialties.

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued later.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $85 per participant. Agencies may obtain further information by calling 343–6141, or code 183, extension 6141.

CS-0003-PER

POSITION CLASSIFICATION FOR MANAGERS

Civil Service Commission

A 3-day program to be held January 27–29, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

Explains the values of sound position classification in achieving overall program goals; outlines the responsibilities of supervisors and managers in the classification process, in relation to the classification staff and to their own subordinates; discusses means of achieving closer cooperation between managers and supervisors, and the classification staff.

Who May Attend

Supervisors and managers, GS-9 and above.

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued later.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $85 per participant. Agencies may obtain further information by calling 343–6141, or code 183, extension 6141.

CS–0004–PER

ADVANCED POSITION CLASSIFICATION

Civil Service Commission

A 5-day program to be held December 2–6, 1968, May 12–16, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

Emphasizes classification program planning and execution as an integral part of total personnel management; stresses the role of classification in solving management problems and the responsibilities of the classification staff in related programs such as position management and job redesign; provides information about new classification concepts and techniques.

Who May Attend

Personnel specialists, GS–9 through 13, who have performed journeyman classification work for at least one year.

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued later.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $110 per participant. Agencies may obtain further information by calling 343–6141, or code 183, extension 6141.

AF–02–PER

BASIC CLASSIFICATION AND WAGE ADMINISTRATION COURSE

Department of the Air Force

A 3-week course to be given at the USAF Personnel Development Center, located at Maxwell Air Force Base, Montgomery, Ala.

Description

The purpose of this course is to train individuals who are or will be assigned as specialists in classification and wage administration and who have less than 18 months' experience in that technical field. The course objective is the teaching of the fundamental principles, procedures, techniques and skills of position classification. Primary emphasis is placed on the legal and regulatory requirements, and the techniques and procedures used in describing, analyzing and evaluating Classification Act and Wage Board positions. Coverage also extends to planning, scheduling and conducting classification and locality wage surveys, and techniques used in resolving operating problems encountered in administering the program.

Who May Attend

Although this course is scheduled primarily to meet Air Force needs, a limited number of employees from other agencies may attend. Employees who are or will be assigned as specialists in classification and wage administration may attend.

How To Make Nominations

Nominations should be made by letter to the Director, USAF Personnel Development Center, Building 505, Maxwell Air Force Base, Ala. 36112, 30 days prior to course starting date, stating the name, title, and grade of the employee and briefly, the nature and scope of his classification and wage administration responsibilities. Agencies will be given early notification of approved nominees and provided further details.

Other Information

No cost to agencies.

AR–05–PER

POSITION AND PAY MANAGEMENT COURSE

Department of the Army

This 2-week course is primarily for Department of the Army employees; however, if space permits, qualified individuals from other agencies will be accepted. The course is held at various times during the year by the Department of the Army, DCSPER, OCP Field Office in Baltimore, Md.

Description

The scope of this course includes the philosophy and objectives of the position and pay management program as it operates in a management and human setting; the advisory and service roles of the salary and wage analyst; the purpose and techniques of job analysis, job evaluation of both Classification Act and Wage Board jobs; pay administration and program administration. Authoritative information is provided primarily by means of a text, which is sent in advance to nominees selected to attend. This course is directed toward: Developing understanding of the philosophy and objectives of position and pay management; providing opportunity to increase skill in techniques of job evaluation; increasing effectiveness in advisory and service roles by broadening understanding of human relationships, communication, and management climate; and providing experiences which contribute to development of mature judgment.

Who May Attend

GS–5 and GS–7 Trainees in the GS–223 and related series.

How To Make Nominations

Nominations should be submitted to the Field Representative, DA DSCPER, OCP Field Office, 1114 Federal Building, 31 Hopkins Plaza, Baltimore, Md. 21202. The following information should be furnished: (1) Name of nominee (last, first, middle initial); (2) Date of birth; (3) Position title and grade; (4) Name and mailing address of employing activity; (5) Number of years in personnel work (excluding any clerical experience); (6) Any other Department of Army personnel courses taken during last 5 years; (7) Date; (8) Signature and title of nominating official. For further information call area code 301, 962–2350.

Other Information

None.

AR–06–PER

ADVANCED POSITION AND PAY MANAGEMENT COURSE

Department of the Army

This 5-day course is primarily for Department of the Army employees; however, if space permits, qualified individuals from other agencies will be accepted. The course is held at various times during the year by the Department of the Army, DCSPER, OCP Field Office in Baltimore, Md.

Description

The scope of this course includes analysis of the role of the position and pay management specialist in the integrated personnel management program; a look at management's position and pay management needs; methods and techniques for planning, administering, evaluating and streamlining an installation position and pay management program; staff assistance and advice to supervisors and managers; position management; and new job evaluation techniques. The chief purpose of this course is to provide senior specialists in the GS–221 and related series with an opportunity to examine their role in the total personnel management program, and to increase knowledge and skill necessary to improve the quality of staff advice and assistance to management.

Who May Attend

Chiefs of position and pay management functions are given first priority. Senior Position and Pay Management Specialists are admitted, provided they have had at least three years of experience in position and pay management work, and are currently assigned to perform such work at GS–9 level or higher.

How To Make Nominations

Nominations should be submitted to the Feld Representative, DA, DCSPER, OCP Field Office, 1114 Federal Building, 31 Hopkins Plaza, Baltimore, Md. 21202. The following information should be furnished: (1) Name of nominee (last, first, middle initial); (2) Date of birth; (3) Position title and grade; (4) Name and mailing address of employing activity; (5) Number of years in personnel work (excluding any clerical experience); (6) Any other Department of Army personnel courses taken during last 5 years; (7) Date; (8) Signature and title of nominating official. For further information call area code 301, 962–2350.

Other Information

None.

CS-1000-PER

BASIC STAFFING AND PLACEMENT

Civil Service Commission

A 5-day program to be held August 5–9, 1968, September 16–20, 1968, March 10–14, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

Provides an overview and basic knowledges of Federal staffing and placement policies and practices, including recruitment, placement, examining, appointment, internal staffing, promotion, placement followup, and program evaluation.

Who May Attend

Persons serving in personnel management positions, GS–5 through 9.

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued later.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $110 per participant. Agencies may obtain further information by calling 343–6141, or code 183, extention 6141.

CS-1005-PER

ADVANCED STAFFING AND PLACEMENT

Civil Service Commission

A 5-day program to be held November 4-8, 1968, April 7-11, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

Reviews the subject areas comprising the staffing function, with emphasis on current policies and concerns and on the contributions of the behavioral sciences to the assessment of human abilities; emphasizes career staffing concepts and the responsibilities of staffing specialists in the achievement of the agency's mission.

Who May Attend

Personnel specialists, GS-9 through 13, who have had training or experience in the staffing function.

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued later.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $110 per participant. Agencies may obtain further information by calling 343-6141, or code 183, extension 6141.

CS-1002-PER

THE ROLE OF THE MANAGER IN STAFFING

Civil Service Commission

A 3-day program to be held April 30-May 2, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

Outlines Federal examining, recruitment, and selection procedures from the point of view of information needed by nonpersonnelists;

discusses personnel measurement techniques in terms of their value to the manager; explains current developments in qualification standards, job design, and manpower utilization.

Who May Attend

Supervisors and managers, GS-9 and above (or equivalent).

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued later.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $85 per participant. Agencies may obtain further information by calling 343-6141, or code 183, extension 6141.

CS-1009-PER

TRAINING INSTITUTE FOR RECRUITERS OF CLERICAL PERSONNEL

Civil Service Commission

A 2-day program to be held March 31–April 1, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

Designed to help Federal recruiters of clerical personnel, it will stress recruiting methods and techniques. It will cover the recruiting roles of the Commission, agencies, and Federal recruiters; the step-by-step implementation of the recruiting campaign; getting the cooperation of high schools, business colleges, and other recruiting sources; and the recruiting authorities and flexibilities under the merit system.

Who May Attend

All Federal recruiters of clerical personnel. This includes experienced and new recruiters, whether they devote part-time or full-time to recruitment, and regardless of the kinds of clerical occupations for which they recruit.

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued later.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $60 per participant. Agencies may obtain further information by calling 343-6141, or code 183, extension 6141.

CS-1006-PER

TRAINING INSTITUTE FOR RECRUITERS

Civil Service Commission

A 3-day program to be held August 19-22, 1968, and January 6-9, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

Stresses recruiting methods and techniques, with emphasis on recruitment at colleges and universities. Covers the recruiting roles of the Commission, agencies, and Federal recruiters; authorities for recruiting and flexibilities under the merit system; determining long and short term manpower requirements; and techniques of interviewing, combined with practice interview sessions.

Who May Attend

Federal recruiters who plan to devote part-time or full-time to recruitment, especially at colleges and universities. This includes new and experienced recruiters.

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued later.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $85 per participant. Agencies may obtain further information by calling 343-6141, or code 183, extension 6141.

CS-1008-PER

EXECUTIVE SEMINAR IN RECRUITMENT

Civil Service Commission

A 3-day program to be held November 20-22, 1968, at the Civil Service Commission, 1900 E Street NW.

Description

Designed to give Federal managers a broader understanding of their role in recruiting and in the planning, conduct, and control of recruiting programs. Among the topics covered will be: the respective roles of the Commission, agencies, and Federal managers; planning long and short term manpower needs; coordinating recruiting plans and budget decisions; selecting and training recruiters; using the authorities and flexibilities of the merit system; and evaluating the effectiveness of recruiting campaigns.

Who May Attend

All managers at GS-13 and above (or equivalent) who direct, or are in any way responsible for recruiting activities.

How To Make Nominations

CSC nomination cards (Optional Form 37) shoud be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued later.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $85 per participant. Agencies may obtain further information by calling 343–6141, or code 193, extension 6141.

AR–07–PER

RECRUITMENT AND PLACEMENT COURSE

Department of the Army

This 2-week course is primarily for Department of the Army employees; however, if space permits, qualified individuals from other agencies will be accepted. The course is held at various times during the year by the Department of the Army DCSPER Field Office in Baltimore, Md.

Description

This course concentrates on the professional aspects of the recruitment and placement function. It also paves the way for projected programs to be instituted in the Department of the Army. Among the aims in presenting this course are (1) to develop insight into the philosophy, purposes, and principles underlying the placement of personnel on jobs and in career programs; (2) to facilitate understanding of the use and limitations of certain evaluation techniques in determining suitability for specific occupational patterns; and (3) to motivate participants to further develop skills and insights into the technical aspects of recruitment and placement. Major subject matter areas include goals and roles related to the function; elements of personnel staffing programs; analysis of short and long term manpower requirements and sources; stability of employment and related staffing problems; Federal and Army recruiting systems and programs; processes and techniques of applicant evaluation (including assessment of potential); factors in individual placement; and communication and career counseling.

Who May Attend

First priority is given to supervisory officials, GS–9 and above, who have responsibility for personnel staffing. Senior technicians in the GS–212 Series are next in order. Junior technicians and trainees in the GS–212 Series may also be admitted, provided that positive determination has been made by someone familiar with course content that the employee will perform at the senior level contemplated by the course.

How To Make Nominations

Nominations should be submitted to the Field Representative, DA, DCSPER, OCP Field Office, 1114 Federal Building, 31 Hopkins Plaza, Baltimore, Md. 21202. The following information should be furnished: (1) Name of nominee (last, first, middle initial); (2) Date of birth; (3) Position title and grade; (4) Name and mailing address of employing activity; (5) Number of years in personnel work (excluding any clerical experience); (6) Any other Department of Army personnel courses taken during last 5 years; (7) Date; (8) Signature and title of nominating official. For further information call area code 301, 962-2350.

Other Information

None.

ANNUAL CONFERENCE ON EMPLOYMENT OF THE HANDICAPPED

President's Committee on Employment of the Handicapped

A 2-day meeting to be held May 1-2, 1969, at the Washington Hilton Hotel, Washington, D.C.

Description

This is an Annual Meeting for the Chairmen, Secretaries, and members of Governors' and Mayors' Committees on Employment of the Handicapped, as well as representatives of employers, labor, medicine, public and private groups, governmental agencies, and interested individuals. It provides an opportunity to exchange experiences, ideas, and points of view in the national program for providing greater employment opportunities for the agency personnel interested in and responsible for all phases of work with the handicapped.

Who May Attend

The meetings are open to all who are interested, particularly agency personnel who are close to the employment process in government and military installations and who are responsible for hiring, policies and practices, and persons designated as Coordinators for the Selective Placement of the Handicapped. Maximum utilization of working skills and abilities available to the governmental agencies and military installations means full use of handicapped workers, and these meetings of the President's Committee are designed to help employment personnel in the understanding how this can be accomplished best.

Other Information

No cost to agencies. Inquiries regarding the meetings should be addressed to the President's Committee on Employment of the Handicapped, Washington, D.C. 20210, 961–3401, code 110, extension 3401.

AF-08-PER

FUNDAMENTALS OF EMPLOYEE AND CAREER DEVELOPMENT COURSE

Department of the Air Force

A 3-week course to be given at the USAF Personnel Development Center, located at Maxwell Air Force Base, Montgomery, Ala.

Description

This basic course is to indoctrinate and train students in the fundamental policies, procedures, techniques, and skills essential to employee and career development. Emphasis is given to the fundamentals and approaches in: determining, documenting and analyzing training needs data; organizing and conducting training to meet established needs, coordination in the administration of training activities, assisting supervisors in meeting their training requirements; and followup and evaluation of training programs.

Who May Attend

Although this course is scheduled primarily to meet Air Force needs, a limited number of employees from other agencies may attend. The course is designed for personnel at installations serving a relatively small civilian workforce, who are assigned the reponsibility for Employee and Career Development in addition to another personnel function. However, it will adequately train those whose sole responsibility is the Employee and Career Development program.

How To Make Nominations

Nominations should be made by letter to the Director, USAF Personnel Development Center, Building 505, Maxwell Air Force Base, Ala. 36112, 30 days prior to course starting date, stating the name, title, and grade of the employee, and briefly, the nature and scope of his Employee and Career Development responsibilities. Agencies will be promptly notified of approved nominees, and provided further details.

Other Information

No cost to agencies.

AF-09-PER

ADVANCED EMPLOYEE AND CAREER DEVELOPMENT COURSE

Department of the Air Force

A 2-week course to be given at the USAF Personnel Development Center, Maxwell Air Force Base, Montgomery, Ala.

Description

This course is designed to improve the effectiveness of experienced employee and career development specialists in planning and administering the more difficult phases of an employee and career development program, such as, the organization, coordination, and integration of training and development in a total personnel management program. Emphasis is given to the role of training and development in high-priority areas, such as technical, scientific, and professional fields. The more recent professional methods, practices, and techniques in the field of adult vocational education are covered also.

Who May Attend

This course is designed primarily to meet Air Force needs; however, a limited number of employees from other agencies may attend. Nominees will normally be personnel specialists who have performed journeyman work in employee and career development for at least 1 year. Others whose work requires staff surveillance over employee and career development programs may also attend.

How To Make Nominations

Nominations should be made by letter to the Director, USAF Personnel Development Center, Building 505, Maxwell Air Force Base, Ala. 36112, 30 days prior to course starting date, stating the name, title, and grade of the employee, and briefly, the nature and scope of his employee and career development responsibilities. Agencies will be notified promptly of approved nominees, and provided further details.

Other Information

No cost to agencies.

AR–08–PER

TRAINING AND DEVELOPMENT COURSE

Department of the Army

This 2-week course is primarily for Department of the Army employees; however, if space permits, qualified individuals from other agencies will be accepted. The course is held at various times during the year by the Department of the Army, DCSPER, OCP Field Office in Baltimore, Md.

Description

Scope of this course includes administering the Army's training and development program; the technical side of the EDO job; determining and inventoring training and development needs; analyzing needs and setting long-range and fiscal year goals; the nature of learning; guiding principles in manager training and development; instructor training; evaluation; getting line acceptance of change; review of the requirements of current DA training and development programs. This course aims to: (1) Provide an opportunity to develop essential understanding of the Department of the Army philosophy, concepts, and policies related to the training and development function; (2) further understanding of roles, relationships and expectations which should exist between line managers and training and development people, and between Employee Development Officers and other civilian personnel staff specialists; and (3) provide a foundation and motivate participants to further develop understanding and skills needed in both the administrative and technical aspects of the training and development function.

Who May Attend

Employee Development Officers or others whose responsibilities include giving guidance to the organization's training and development program; "Specialists" in other personnel areas who need to acquire familiarity with the training and development function; personnel from "line" or other staff organizations who share responsibility for giving leadership and guidance to the training and development program.

How To Make Nominations

Nominations should be submitted to the Field Representative, Department of the Army, DCSPER, OCP Field Office, 1114 Federal Building, 31 Hopkins Plaza, Baltimore, Md. 21202. The following information should be furnished: (1) Name of nominee (last, first, middle initial); (2) Date of birth; (3) Position title and grade; (4) Name and mailing address of employing activity; (5) Number of years in personnel work (excluding any clerical experience); (6) Any other Department of the Army personnel courses taken during last five years; (7) Date; (8) Signature and title of nominating official. For further information call area code 301, 962–2350.

Other Information

None.

CS–2003–PER

PROGRAMMED INSTRUCTION: APPLICATIONS FOR GOVERNMENT TRAINING

Civil Service Commission

A 5-day program to be held January 13–17, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

Orients employee development officers to the principles, methods, techniques, capabilities, and limitations of programmed instruction, through coverage of psychological bases and characteristics of programmed instruction, identification of training needs that can be effectively met with programmed instruction, programming methods and techniques, and other related topics. Participants will have an opportunity to prepare a short unit of programmed instruction.

Who May Attend

Employee development officers and specialists responsible for allocating training resources.

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued later.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $150 per participant. Agencies may obtain further information by calling 343–6141, or code 183, extension 6141.

CS–2005–PER

INSTRUCTOR TRAINING COURSE

Civil Service Commission

A 10-day program to be held October 14–25, 1968, April 21–May 2, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

Covers principles, methods, and practices of instruction, including: The psychology of learning, preparation of lesson plans, varieties of teaching methods, preparation and use of visual aids, and evaluation of training. A "how-to-do-it" course emphasizing a series of practice instructional sessions for each participant, with oral and written critiques from the group and individual criticism and assistance from the Personnel Management Training Center staff.

Who May Attend

Any employee who is responsible for instructing or for training others to instruct.

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued later.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $150 per participant. Agencies may obtain further information by calling 343–6141, or code 183, extension 6141.

CS–2007–PER

BASIC EMPLOYEE DEVELOPMENT

Civil Service Commission

A 5-day program to be held August 19–23, 1968, November 18–22, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

Provides an introduction to and basic understanding of employee development principles and practices; emphasizes development of skills in the design and administration of the training cycle from identification of needs and objectives through design, administration, and evaluation.

Who May Attend

Employees in GS–5 through 9 who are beginning to have been selected for careers in employee development.

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued later.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $110 per participant. Agencies may obtain further information by calling 343–6141, or code 183, extension 6141.

CS–2008–PER

ADVANCED EMPLOYEE DEVELOPMENT

Civil Service Commission

A 5-day program to be held February 24–28, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

Defines and analyzes the changing role of the employee development officer; examines major problem areas such as determining training needs and evaluating training programs; discusses significant developments in teaching methods, and behavioral science contributions to employee development.

Who May Attend

Personnel specialists, GS-9 through 13, who have significant responsibilities in employee development and who have had training or experience in the function.

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued later.

Other Information

The cost of the program will be prorated amog the participating agencies. The cost to the agency will be $110 per participant. Agencies may obtain further information by calling 343-6141, or code 183, extension 6141.

CS-2009-PER

MANAGEMENT DEVELOPMENT: PRINCIPLES AND METHODS

Civil Service Commission

A 5-day program to be held March 24-28, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

Provides employee development officers and others with significant management development responsibilities a framework in which to plan and carry out management development programs through: analysis of the competences required of the modern manager, definition of the role of employee development officer in facilitating the development of such competences, and appraisal of significant theories and techniques relevant to management development.

Who May Attend

Career employees, GS-11 and above, with significant responsibilities in the employee development function and with specific responsibility for management development in their agencies.

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued later.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $125 per participant. Agencies may obtain further information by calling 343-6141, or code 183, extension 6141.

CS-2010-PER

THE MANAGER'S ROLE IN EMPLOYEE DEVELOPMENT

Civil Service Commission

A 3-day program to be held December 9-11, 1968, at the Civil Service Commission, 1900 E Street NW.

Description

Introduces the Federal manager to concepts and principles which will enable him to understand the learning and training process, and to utilize these concepts and principles both in self-development and in the development of his subordinates.

Who May Attend

Managers at GS-13 and above (or equivalent).

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued later.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $85 per participant. Agencies may obtain further information by calling 343–6141, or code 183, extension 6141.

CS–2012–PER

THE CASE METHOD OF INSTRUCTION

Civil Service Commission

This course will have eight one-half-day sessions meeting each morning for 8 consecutive weeks beginning February 27, 1969 at the Civil Service Commission, 1900 E Street NW.

This course will cover the conceptual framework—the objectives, elements, and applications of the case method, and will discuss the roles of instructor and participants. Primary emphasis, however, will be on skills development, including both the development of cases and the conduct of case discussions. Each participant will have an opportunity to lead case discussions and to observe and critique those conducted by others.

Who May Attend

This program is intended primarily for employee development officers and other personnel specialists, GS–11 and above, whose duties require them to lead case discussions or to prepare case studies for instructional purposes.

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued later.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $100 per participant. Agencies may obtain further information by calling 343–6141, or code 183, extension 6141.

HE–06–PER

INSTRUCTOR TRAINING COURSE

Social Security Administration
Baltimore, Maryland

A 1-week program offered on an "as needed" basis at the Social Security Administration, 6401 Security Boulevard, Baltimore, Md. 21235.

Description

This program is designed to enable the participant to teach a successful 25-minute lesson, using discussed methods and techniques appropriate to his subject matter and audience. The participant is taught the methods and techniques of instruction and the basic principles of testing by a combination of lectures, conferences, demonstrations, and programed instruction. Practical exercises include outlining of material, preparation of a lesson plan, impromptu speaking, conduct of a 10-minute discussion, and presentation of a complete 25-minute lesson.

Who May Attend

This course is primarily for SSA employees; however, if space permits, qualified employees of other agencies will be accepted. This program is designed for instructor personnel and supervisors having training responsibilities. Prospective student should be a high school graduate and should be fully knowledgeable in the subject area(s) in which he will teach.

How To Make Nominations

Nominations should be submitted to the Social Security Administration, Office of Administration, Division of Employee Development, on area code 301, 944–5000, extension 5393 or on IDS code 130, extension 5393. Nominations may be submitted at any time, and nominees who are selected will be notified as to the course dates.

Other Information

The cost to the agency will be $85 per person.

SB–2000–PER

INSTRUCTOR TRAINING COURSE

Small Business Administration

A 5-day course scheduled periodically to meet Agency demands. The courses are conducted both in Washington, D.C. and Denver, Colo.

Description

This course provides participants with proven concepts, principles, and practices to be used in instructing others, including: basic techniques in the instruction process, preparation of lesson plans and agendas, preparation and use of visual aids, and communications and the instruction process. Each participant conducts two practice instruction sessions being critiqued by the group. The Training Staff evaluates each participant for preparation, use of visual aids, and completeness of lesson plans.

Who May Attend

Employees who are or soon will be required to conduct formal instruction to a significant extent.

How To Make Nominations

For information concerning nominations, call the Director, Eastern Training Center, Silver Spring, Md., area code 301, 495–4431, or IDS code 179–4431, or the Director, Western Training Center, Denver, Colo., area code 303–297–4028.

Other Information

This program is primarily for Small Business Administration employees; however, if space permits, individuals from other agencies will be accepted. This course is offered without charge to participants.

CS–3001–PER

NEGOTIATING AND IMPLEMENTING AGREEMENTS (E.O 10988)

Civil Service Commission

A 3-day program to be held September 16–18, 1968, February 17–19, 1969 at the Civil Service Commission, 1900 E Street NW.

Description

Provides knowledge of principles and procedures involved in planning for negotiation conferences, conducting such conferences, and implementing agreements within the framework of the Federal employee-management cooperation program.

Who May Attend

Persons assigned management responsibility for negotiating agreements or for advising or training others who will negotiate agreements.

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued later.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $85 per participant. Agencies may obtain further information by calling 343–6141, or code 183, extension 6141.

CS–3002–PER

THE ROLE OF THE MANAGER IN PERFORMANCE EVALUATION

Civil Service Commission

A 3-day program to be held June 16–18, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

Treats performance evaluation as a continuing rather than an annual responsibility; discusses establishment of performance standards, evaluation interviews, incentive awards, and motivation.

Who May Attend

Supervisors and managers, GS–9 through 14 (or equivalent).

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued later.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $85 per participant. Agencies may obtain further information by calling 343–6141, or code 183, extension 6141.

CS–3003–PER

BASIC EMPLOYEE–MANAGEMENT RELATIONS

Civil Service Commission

A 5-day program to be held July 22–26, 1968, October 7–11, 1968 at the Civil Service Commission, 1900 E Street NW.

Description

Provides basic knowledges of the employee relations function, with emphasis on case analysis of individual complaints, grievances, and appeals and coverage of legal and regulatory requirements; includes principles of human relations and introduction to counseling techniques.

Who May Attend

Persons serving in personnel management positions, GS–5 through 9.

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued later.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $110 per participant. Agencies may obtain further information by calling 343–6141, or code 183, extension 6141.

CS–3004–PER

THE ROLE OF THE FEDERAL MANAGER IN EQUAL EMPLOYMENT OPPORTUNITY

A 3-day program to be held October 16–18, 1968, May 26–28, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

Provides increased factual understanding of the background of discrimination and equal employment opportunity; a greater appreciation of the effects of discrimination; and information on how to develop and carry out a positive equal employment program in conformance with national policy.

Who May Attend

Supervisors and managers, GS–12 and above (or equivalent).

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued later.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $85 per participant. Agencies may obtain further information by calling 343-6141, or code 183, extension 6141.

CS-3005-PER

PROGRAM PLANNING AND EXECUTION: EQUAL EMPLOYMENT OPPORTUNITY

Civil Service Commission

A 5-day program to be held September 25–27, 1968, June 4–6, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

Provides individuals responsible for equal employment opportunity programs an understanding of the interrelationships of these programs and applicable Civil Service regulations; examines staffing processes, position management, training, communications, and program evaluation in relation to achievement of program goals.

Who May Attend

Employees with specific responsibility for staff guidance in equal employment programs or for operating such programs.

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued later.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $85 per participant. Agencies may obtain further information by calling 343–6141, or code 183, extension 6141.

CS–3006–PER

THE FEDERAL EQUAL EMPLOYMENT OPPORTUNITY PROGRAM AND THE COMMUNITY

Civil Service Commission

Five 3-hour sessions scheduled once a month beginning September 26, 1968, at the Civil Service Commission, 1900 E Street NW.

Description

Provides after-hours means for greater contact and dialogue between Federal officials involved with planning and implementing the equal employment opportunity program, and minority group leaders, educators, welfare officials, and others who play important roles in carrying forward the community's interest in equal employment opportunity.

Who May Attend

Employees with specific responsibility for staff guidance in equal employment programs or for operating such programs.

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued later.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $85 per participant. Agencies may obtain further information by calling 343–6141, or code 183, extension 6141.

CS-3008-PER

SUPERVISION AND THE NEGOTIATED AGREEMENT

Civil Service Commission

A 3-day program to be held November 13–15, 1968, April 21–23, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

Provides supervisors who are "living under an agreement" with (1) an appreciation for the need to develop sound relations with employee groups (2) an understanding of their obligations, authorities, and appropriate conduct under the Executive order.

Who May Attend

Supervisors who now are living under a negotiated agreement or those who expect to be within the near future, and who have a need to gain increased knowledge about the philosophy and purpose of sound supervisory relations with employee organizations and their representatives are eligible to attend this program.

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued later.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $85 per participant. Agencies may obtain further information by calling 343-6141, or code 183, extension 6141.

CS-3009-PER

MANAGEMENT AND THE NEGOTIATED AGREEMENT

Civil Service Commission

A 3-day program to be held October 7–9, 1968, March 17–19, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

Provides Federal managers and their staff assistants with an appreciation of the need to develop sound relations with employee organizations, and an understanding of their obligations, authorities, and appropriate conduct under Executive Order 10988.

Who May Attend

Managers who are responsible for directing the work of major segments of agency programs and who need increased knowledges of the philosophy and purpose of sound employee-management relations.

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued later.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $85 per participant. Agencies may obtain further information by calling 343–6141, or code 183, extension 6141.

CS-3010-PER

ADVANCED EMPLOYEE-MANAGEMENT RELATIONS

Civil Service Commission

A 5-day program to be held November 18–22, 1968, at the Civil Service Commission, 1900 E Street NW.

Description

Emphasizes the role of the employee relations officer in assisting management with employee relations and employee-management cooperation problems; discusses communication, morale and attitude surveys, and the solution of the more difficult human relations problems; stresses the establishment of a climate in which such problems are minimized.

Who May Attend

Personnel specialists, GS-9 through 13, who have had training or experience in the employee relations function.

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued later.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $110 per participant. Agencies may obtain further information by calling 343–6141, or code 183, extension 6141.

CS-3011-PER

INVESTIGATION OF COMPLAINTS OF DISCRIMINATION

Civil Service Commission

A 3-day program to be held August 12–14, 1968, December 11–13, 1968, April 16–18, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

Provides the special expertise needed in investigating discrimination complaints, through exploration of legal and regulatory requirements, social factors, and "patterns" which have existed and may continue to exist; provides practice in analysis of complaints, fact-finding techniques, and recognition of underlying as well as evident factors, describes standards of adequacy of investigative reports.

Who May Attend

Employees who have significant responsibility for investigating discrimination complaints.

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S Civil Service Commission, Washington, D.C 20415. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued later.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $85 per participant. Agencies may obtain further information by calling 343–6141, or code 183, extension 6141.

CS–3012–PER

ADVERSE ACTIONS

Civil Service Commission

This course will have five one-half day sessions meeting each morning for a week. Sessions are scheduled for May 12–16, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

Provides information on the historical and legal background and principles, procedures, and precedents involved in the Federal adverse action and reduction in force systems.

Who May Attend

Regulation writers, reviewers, counselors, advisors, and those who prepare letters dealing with adverse actions or reductions in force.

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued later.

Other Information

The cost of the program will be prorated among the particiapting agencies. The cost to the agency will be $85 per participant. Agencies may obtain further information by calling 343–6141, or code 183, extension 6141.

CS–3013–PER

CONDUCT OF HEARINGS INVOLVING ADVERSE ACTIONS OR DISCRIMINATION

Civil Service Commission

A 2-day program to be held July 15–16, 1968, November 14–15, 1968, March 6–7, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

Covers preparation for hearing; the hearing process; the function and responsibilities of employee representatives, management representatives, and committee members; role of witnesses, relevancy of evidence; misconduct at hearings; the record; and review of the hearing record.

Who May Attend

Employees who conduct hearings or prepare instructions on the conduct of hearings.

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued later.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $60 per participant. Agencies may obtain further information by calling 343-6141, or code 183, extension 6141.

CS-3014-PER

WORKSHOP IN EQUAL EMPLOYMENT OPPORTUNITY FOR CONTRACT COMPLIANCE SPECIALISTS

Civil Service Commission

Four 5-day sessions to be conducted in residence on August 12–16, 1968; October 14–18, 1968; January 13–17, 1969; and April 14–18, 1969.

Description

Executive Order 11246 requires contractors doing business with the Federal Government to practice equal employment opportunity. In order that Federal contract compliance officers better understand the spirit and intent of the order and its implications for a contractor's personnel policies, the Office of Federal Contract Compliance, which has the administrative responsibility for Executive Order 11246, and the General Management Training Center have developed a series of training courses. The training will be offered to all Contract compliance specialists in the appropriate agencies. The workshops will provide an intensive training experience in such areas as: the background of minority group employment, official Federal policy, problems in equal employment opportunity, techniques of problem identification and analyses, and skills in conducting the compliance review. A substantial portion of the training will be devoted to the use of case studies and role playing situations to provide participants with experiences that approximate those most likely to be encountered in the field.

Who May Attend

This course is appropriate for persons actively engaged in the compliance review function of their agency. Eligibility will be determined by the Office of Federal Contract Compliance and agency compliance administrators. Persons being nominated must be approved by the Office of Federal Contract Compliance before nomination forms are submitted to the Civil Service Commission. Mr. Ward McCreedy of OFCC, Department of Labor, (code 110–3414) may be contacted concerning participant eligibility.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of the program. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued at a later date.

Other Information

The cost of the program—$100 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Agencies may obtain futher information from the General Management Training Center, 343–6152, or code 183, extension 6152.

CS-3015-PER

WORKSHOP FOR TITLE VI COMPLIANCE OFFICERS

Civil Service Commission

A 5-day program to be offered as needed at the Civil Service Commission.

Description

Title VI of the 1964 Civil Rights Act requires that federally assisted programs be administered on a nondiscriminatory basis. It has therefore been necessary for agencies covered by Title VI to develop a compliance capability. The General Management Training Center, in consultation with the Department of Justice, will offer this course to give compliance officers training in the techniques and procedures of compliance review. Through the use of case study and role playing materials, this training seeks to emphasize the identification and analysis of problems and the development of skills useful in conducting compliance reviews. Attention is also given to the social context in which the review takes place on the assumption that such information is prerequisite to an effective review. This course is designed to improve the ability of compliance specialists to recognize the causes and forms of discrimination in federally assisted programs and to develop the skill and knowledge appropriate to civil rights investigation and the negotiation process.

Who May Attend

Persons with a Title VI compliance responsibility are eligible for participation in this course. It is designed for compliance specialists and should not be regarded as a general civil rights training program. Compliance administrators may wish to avail themselves of this training but they should be aware that the focus is on techniques useful primarily to field personnel.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of the program. Deadline dates for receipt of nominations and confirmations of acceptance will be listed in the program announcement to be issued at a later date.

Other Information

The cost of the program—$100 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program date. Agencies may obtain further information from the General Management Training Center, 343–6152, or code 183–6152.

CS–3019–PER

INTERVIEWING TECHNIQUES FOR CIVIL RIGHTS INVESTIGATORS

Civil Service Commission

A 5-day program to be held twice during the year. Dates and location will be announced later.

Description

Contract compliance and Title VI investigators spend a large part of their time in the field interviewing contractors, program managers, employees, program recipients, local officials, civil rights leaders, and other persons connected with complaints being investigated. Their reports and conclusions usually depend quite heavily on these interviews. Productive interviews can only be conducted when the interviewer has the neceesary skills and knows whom to interview, how to interview, how to write up an interview and what preparations to make prior to an interview. This course will be designed to equip the civil rights investigator with these skills. By means of lectures and role playing it will acquaint the investigator with sources of community data necessary for background material, with the actual mechanics of good interviewing, and with suggested forms for recording the interview. It will be oriented towards civil rights investigations although much of the content will be relevant to other types of investigations.

Who May Attend

The program is intended primarily for Equal Employment Opportunity Contract Compliance Officers and for Title VI Compliance Officers.

How To Make Nominations

Nominations will be submitted by the authorized agency official to the Director, General Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415. Deadline dates for nominations and notification of acceptance will be listed in program announcements to be issued at a later date.

Other Information

The cost of the program, not yet determined, will be prorated among the participating agencies. Additional information may be obtained by calling the General Management Training Center at 343–6152, or code 183, extension 6152.

CS–3007–PER

SEMINAR IN LABOR-MANAGEMENT RELATIONS

Civil Service Commission

A 3-day program to be held January 13–15, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

Deals with problems and new developments which have arisen since the issuance of and establishment of programs under Executive Order 10988.

Who May Attend

Employee-management relations officers and others who are directly concerned with the formulation and direction of programs under Executive Order 10988.

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued later.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $85 per participant. Agencies may obtain further information by calling 343–6141, or code 183, extension 6141.

CS–3017–PER

THE ROLE OF THE MANAGER IN OCCUPATIONAL MENTAL HEALTH

This course will meet once a week for 5 consecutive weeks. The first meeting will cover a full day; the other four will be morning sessions only. The course begins September 10, 1968, at the Civil Service Commission, 1900 E Street NW.

Description

Provides, under the guidance of mental health professionals, a conceptual and practical approach to assist the manager in recognizing and effectively dealing with common social and psychological problems among employees; identifies causes of problem behavior; discusses resources available to the manager in coping with such problems.

Who May Attend

Managers, GS–13 and above (or equivalent).

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued later.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $85 per participant. Agencies may obtain further information by calling 343–6141, or code 183, extension 6141.

CS-3018-PER

APPLYING BEHAVIORAL SCIENCE RESEARCH TO PERSONNEL MANAGEMENT

Civil Service Commission

A 6-day program meeting once a week for 6 consecutive weeks beginning January 14, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

Discusses implications of current behavioral science research for personnel management; relates research findings to current issues and problems in Federal personnel programs; provides basic understanding of the uses of research in the solution of personnel management problems.

Who May Attend

Personnel officers and line managers, GS-13 and above (or equivalent).

How To Make Nominations

CSC nomination cards (Optional Form 37) should be submitted by authorized agency representatives to the Director, Personnel Management Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415. Confirmation of accepted nominations will be made in advance of each session. Deadline dates for receipt of nominations and confirmation of acceptance will be listed in the program announcement to be issued later.

Other Information

The cost of the program will be prorated among the participating agencies. The cost to the agency will be $120 per participant. Agencies may obtain further information by calling 343-6141, or code 183, extension 6141.

AF–05–PER

BASIC PLACEMENT AND EMPLOYEE-MANAGEMENT RELATIONS COURSE

Department of the Air Force

A 3-week course to be given at the USAF Personnel Development Center, Maxwell Air Force Base, Montgomery, Ala.

Description

This course is designed to indoctrinate and train personnel technicians in fundamental approaches, procedures, skills, and techniques essential to the procurement and maintenance of an effective work force and the development of the basic skills required, and a working knowledge of the technical procedures employed. A partial list of the subjects covered include: Recruitment, qualification standards, vouchering, test administration, merit promotion programs, human relations, union-management relations, conduct and discipline, interviewing, performance evaluation, problem solving, reductions in force, incentive awards, equal employment opportunity, and regulatory procedures.

Who May Attend

Although this course is scheduled primarily to meet Air Force needs, a limited number of employees from other agencies may attend. Employees who are or will be assigned as specialists in placement and employee-management relations may attend.

How To Make Nominations

Nominations should be made by letter to the Director, USAF Personnel Development Center, Building 505, Maxwell Air Force Base, Ala. 36112, 30 days prior to course starting date, stating the name, title, and grade of the employee and briefly, the nature and scope of his placement and employee-management relations responsibilities. Agencies will be given early notification of approved nominees and provided further details.

Other Information

No cost to agencies.

AF-06-PER

ADVANCED PLACEMENT AND EMPLOYEE-MANAGEMENT RELATIONS

Department of the Air Force

A 2-week course to be given at the USAF Personnel Center, Maxwell Air Force Base, Montgomery, Ala.

Description

This course is designed to improve the effectiveness of experienced placement and employee-management relations specialists. Its purpose is to teach the more advanced and difficult phases of the overall administration of the program area, with major stress placed on planning, conducting, and evaluating an integrated program of planned assistance to supervisors. Typical subjects emphasized include: integration of the program with other civilian personnel office functions; program coordination with other staff offices; supervisors acceptance of management responsibilities; equal employment opportunity; union-management relations; and professional self-improvement.

Who May Attend

This course is designed primarily to meet Air Force needs; however, a limited number of employees from other agencies may attend. Placement and employee relations specialists who have performed at the journeyman level for a year and others who have staff surveillance over placement and employee-management relations programs may attend.

How To Make Nominations

Nominations should be made by letter to the Director, USAF Personnel Development Center, Building 505, Maxwell Air Force Base, Ala. 36112, 30 days prior to course starting date, stating the name, title and grade of the employee, and, briefly, the nature and scope of his personnel responsibilities. Agencies will be given early notification of approved nominees and provided further details.

Other Information

No cost to agencies.

CM–01–PER

RETIREMENT PLANNING SEMINAR

Department of Commerce
Domestic and International Business

A 12-hour program consisting of six sessions of approximately 2 hours each—Mondays, Tuesdays, Wednesdays. Sessions are held at the Main Commerce Building, 14th and Constitution Avenue NW. This seminar will be offered in the spring and fall.

Description

This program is designed to assist individuals in planning for retirement whether it be within the next year or five years. It will provide a setting for discussing ideas, points of view and problems of retirement with other career employees and with subject matter specialists. Subjects to be covered include attitude, health in later years, social security, taxes, investments, life insurance, housing, banking and the legal aspect of retirement. Efforts will focus on reassessment of priorities and values within the content of the changing individual needs and responsibilities.

Who May Attend

This program is primarily for Domestic and International Business area employees of the Department; however, if space permits, employees of other agencies will be accepted. Preference will be given to Employee Development Officers who have the responsibility for developing a similar program for their agencies.

How To Make Nominations

Nominations, listed in priority order, should be made to the Director, Personnel Division for Domestic and International Business, Main Commerce Building, Washington, D.C., Attention: Employee Development Branch, stating the employee's name and title.

Other Information

This seminar is offered at no cost to other agencies. Agencies may obtain further information from Mrs. Jane deLauder, code 189 (WO 7–5659 or 5536), extension 5659 or 5536.

TR-01-PER

RETIREMENT PLANNING PROGRAM

Treasury Department

A 14-hour course in seven sessions, 2 hours each, to be held once a week beginning in April. Special dates and location to be announced.

Description

This program is designed to provide employees with information about those things which they must consider in planning for their retirement, rather than to encourage early retirement. Discussions will center on the benefits and services to which retirees are entitled, special problems they may face, and the ways and means these problems can be minimized.

Who May Attend

This program is conducted primarily for employees of the Office of the Treasurer who are now eligible, or who will be eligible within ten years for retirement. A limited number of spaces are open to employees of other agencies.

How To Make Nominations

Inquiries should be directed to Gertrude N. Worcester, Employee Development Branch, Personnel Administration Office, Office of the Treasurer, U.S., WO 4-2610, or code 184, extension 2610.

Other Information

No cost to agencies.

Communications

Speaking

CS–9014–COM

EFFECTIVE BRIEFING TECHNIQUES

Civil Service Commission

A 5-day course to be offered bimonthly at the Civil Service Commission, Washington, D.C.

Description

This course is designed for Federal employees who give oral reports. Through video tape presentations, each participant is encouraged to objectively appraise his own oral presentations. The course places emphasis on obtaining the desired audience reaction. Topics include how we communicate, how to avoid communication problems, how to prepare and deliever briefings, how to analyze the audience, and how to prepare visual aids.

Who May Attend

Federal employees, GS–12, and above (or equivalent) who brief higher level officials, colleagues, or subordinates.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, Communications and Office Skills Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

The cost will be shared by the participating agencies. The prorated cost will be $125 per person. Announcements with more detailed information will be sent to all agencies well in advance of the course. Nomination deadline dates will be listed in the announcements. Agencies may obtain further information from the Director, Communications and Office Skills Training Center, 343–7354, or code 183, extension 7354.

CS–9000–COM

SEMINAR ON IMPROVING COMMUNICATIONS WITH THE PUBLIC

Civil Service Commission

A 1-day program offered twice a year at the Civil Service Commission, Washington, D.C.

Description

This program is designed for Federal employees who have significant responsibilities for public communications. It is conducted to help Federal agencies in their efforts to carry out the President's campaign to provide helpful, responsive, and efficient service to the public. The objectives of the program are: (1) To convey the message of the President's concept of, and concern for, service to our publics; (2) to increase the participants' knowledge of the communication process; and (3) to provide insights into communication problems and ways of handling them.

Who May Attend

Federal employees, GS–7 or above (or equivalent) who have significant responsibility for contacts with the public.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Communications and Office Skills Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

The cost of the program—$15 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Nomination deadline dates will be listed in the announcements. Agencies may obtain further information by calling 343–7354, or code 183, extension 7354.

CS-9001-COM

TECHNIQUES AND METHODS FOR IMPROVING PUBLIC COMMUNICATIONS TRAINING

Civil Service Commission

A 5-day program to be offered twice a year at the Civil Service Commission, Washington, D.C.

Description

The general objective of the seminar will be to explore in detail the various elements of communications, and to analyze and discuss communications training techniques and methods that have been developed by Federal agencies. The format will combine lectures and discussions with actual demonstrations of training programs. Emphasis will be on new approaches to the problems of public communications training.

Who May Attend

Federal employees, GS-11 and above (or equivalent), who have significant responsibilities for developing training plans to improve their agencies' communications with the public may be nominated for this program.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, Communications and Office Skills Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

The cost of the program—$125 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Nomination deadline dates will be listed in the announcements. Agencies may obtain further information by calling 343-7354, or code 183, extension 7354.

HE–03–COM

TELEPHONE TECHNIQUES

Social Security Administration

A 1½-hour course conducted on a needed basis by the Social Security Administration, 6401 Security Boulevard, Baltimore, Md. 21235.

Description

A short course in the proper techniques of using the telephone; it covers placing of calls, development of a call, termination of a call, answering a call promptly and with proper identification, transferring a call, taking messages, telephone manner, and proper procedures for using the Federal Telecommunications System (FTS).

Who May Attend

This course is primarily for SSA employees who use the telephone in their work; however, if space permits, qualified employees of other agencies will be accepted.

How To Make Nominations

Nominations should be made to the Social Security Administration, Office of Administration, Division of Employee Development, area code 301, 944–5000, extension 5393, or on IDS code 130, extension 5393.

Other Information

There is no charge for the course.

Writing

VA–02–COM

BETTER LETTER REFRESHER

Veterans Administration

An 8-hour course to be offered March 17, 18, 1969. Training sessions will begin at 8:15 a.m. on the designated days. This course will be conducted at Veterans Administration Central Office, Room 200, Vermont Avenue and H Street NW., Washington, D.C.

Description

This course is for those individuals who have previously completed the VA "Better Letters Course" or similar course and desire a refresher in the 4–S Principles.

Who May Attend

Any person who has completed in the past, the VA 4–S Letters, "Better Letters" or similar course and desires a refresher course in principles involved. The applicant should presently be engaged in the task of initiating and drafting correspondence requiring expansion of skills in this area.

How To Make Nominations

For information regarding nominations, call code 148, extension 3101 or write Employee Relations and Training Division, Central Office Personnel Service, Veterans Administration, 810 Vermont NW., Washington, D.C. 20420 (Stop 73).

Other Information

This course is primarily for Veterans Administration employees; however, qualified nominees from other agencies will be accepted as space requirements permit.

GS–55.02–COM

TECHNICAL ASSISTANCE WORKSHOPS FORM AND GUIDE LETTERS (2A)

General Services Administration

Three one-half day sessions, scheduled to meet agency demand.

Description

This workshop is designed to improve productivity and at the same time achieve a degree of simplicity and standardization in the preparation of repetitive correspondence. Demonstrations and simulated problems highlight the development of a predesigned reply system which includes both pattern or guide letters and form letters.

Who May Attend

Personnel having responsibility for operations where letter writing represents a significant portion of the total workload are eligible.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Paperwork Standards and Automation Division (NRP), Room 604, National Archives Building, Washington, D.C.

20408, using Optional Form 37, Nomination-Registration for Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. For further information call area code 202, 963–4154, or code 13, extension 34154.

GS–55.03–COM

TECHNICAL ASSISTANCE WORKSHOPS CORRESPONDENCE MANAGEMENT (2B)

General Services Administration

Five one-half day sessions, scheduled to meet agency demand.

Description

This workshop develops the need for a correspondence management program and how to design it. It deals with the costs of written communications, how to reduce these costs, and how to provide the reader with letters that achieve clarity, brevity, power, and empathy.

Who May Attend

Personnel responsible for sizeable correspondence operations are eligible to attend.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Paperwork Standards and Automation Division (NRP), Room 604, National Archives Building, Washington, D.C. 20408, using Optional Form 37, Nomination-Registration for Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. For further information call area code 202, 963–4154, or code 13, extension 34154.

GS–55.04–COM

TECHNICAL ASSISTANCE WORKSHOPS DIRECTIVES SYSTEMS IMPROVEMENT (4A)

General Services Administration

A 2-day workshop, scheduled to meet agency demand.

Description

The workshop is designed to enhance the responsiveness of agency personnel to executive decisions by improving the communication of policy, procedures, and instructions in the clearest, most effective manner. It concentrates in the areas of directives planning, organizing, writing, illustrating, and editing.

Who May Attend

Any management official is eligible to attend who either originates directives or manages or operates a directives system.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Paperwork Standards and Automation Division (NRP), Room 604, National Archives Building, Washington, D.C. 20408, using Optional Form 37, Nomination-Registration for Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. For further information call area code 202, 963–4154 or code 13, extension 34154.

GS–55.05–COM

TECHNICAL ASSISTANCE WORKSHOPS HOW TO IMPROVE WRITTEN INSTRUCTIONS (4B)

General Services Administration

Five one-half-day sessions, scheduled to meet agency demand.

Description

This workshop stresses the planning needed to produce effective instructions and analyzes the cost of written instructions that are easily understood and that are effective in producing the desired results. Participants spend considerable time in applying the principles and techniques presented to actual and potential situations requiring written instructions.

Who May Attend

All persons who write, review, or approve written instructions are eligible for this presentation.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Paperwork Standards and Automation Division (NRP), Room 604, National Archives Building, Washington, D.C. 20408, using Optional Form 37, Nomination-Registration for Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. For further information call area code 202, 963–4154 or code 13, extension 34154.

CS–9002–COM

WRITING REGULATIONS FOR PUBLIC UNDERSTANDING

Civil Service Commission

A 3-day seminar and workshop to be held quarterly at the Civil Service Commission, Washington, D.C. Specific dates will be announced.

Description

This workshop introduces a systems approach to writing more understandable regulations and explanations of regulations. The workshop will include sessions in which: (1) The steps of this approach are explained and discussed; (2) the participants actually apply the steps to regulations of their own agencies; and (3) examples of the students' work are discussed and analyzed. The discussion and analysis will be in terms of: (1) Organization and Sentence Structure; (2) People: The Audience for the Regulation; (3) Word Selection.

Who May Attend

Federal employees, GS–9 and above (or equivalent), who are responsible for the writing of operating manuals, guides, etc., as well as those responsible for interpreting rules, regulations and laws to the public are eligible to attend this course.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Communications and Office Skills Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

The cost of the workshop—$125 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Nomination deadline dates will be listed in the announcements. Agencies may obtain further information by calling 343–7354, or code 183, extension 7354.

CS–9003–COM

WRITING EFFECTIVE LETTERS

Civil Service Commission

A 21-hour course to be offered once a month at the Civil Service Commission, Washington, D.C.

Description

This course is designed to aid letterwriters by: (1) Stressing the value of effective letters to the reader, the writer, the agency and the Federal Government; (2) pointing out principles of effective writing; (3) giving participants practice in applying these principles; and (4) enabling participants to diagnose their own writing.

Who May Attend

Federal employees, GS–7 through GS–12 (or equivalent), who have significant responsibility for writing letters may be nominated for this workshop.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, Communications and Office Skills Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

The cost of the workshop—$100 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Nomination deadline dates will be listed in the announcements. Agencies may obtain further information by calling 343–7354, or code 183, extension 7354.

CS–9004–COM

EFFECTIVE LETTERWRITING FOR MANAGEMENT

Civil Service Commission

An 18-hour course to be given bi-monthly at the Civil Service Commission, Washington, D.C.

Description

This workshop is designed to aid managers who either write or review letters by: (1) Explaining and illustrating effective principles for writing Government letters; (2) encouraging participants to apply these principles under the guidance of experts; (3) giving participants techniques for editing and review.

Who May Attend

Federal executives, GS–13 and above (or equivalent), may be nominated for this course.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, Communications and Office Skills Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

The cost of the program—$125 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Nomination deadline dates will be listed in the announcements. Agencies may obtain further information by calling 343–7354, or code 183, extension 7354.

CS–9016–COM

WORKSHOP IN TECHNICAL WRITING

Civil Service Commission

A 35-hour course to be offered once each quarter at the Civil Service Commission, Washington, D.C.

Description

This workshop is designed to help the technical writer create clear, concise, readable copy. Among the topics discussed are (a) The Road to Effective Communications (b) Words, The Tools of Communication; (c) Paragraphs, The Building Blocks of Communications (d) Organization: The Key to Effective Communications; (e) Organization Procedure; (f) Getting It Down (g) Getting It Off the Paper (h) Getting It Into the Reader's Mind (i) Making It Stick in the Reader's Mind.

The class approach is functional; the objective is practical. Participants, therefore, are encouraged to discuss their individual writing projects and are asked to bring samples of their work for discussion and analysis.

Who May Attend

Federal employees, GS–11 and above, who write engineering reports, scientific papers, technical specifications, instructional handbooks, and other technical communications are eligible to attend.

How To Make Nominations

Optional Form 37 (Nomination-Registration for Training) should be submitted by authorized agency representatives to the Communications and Office Skills Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

The cost of the workshop—$150 a person—will be shared by the participating agencies. Further information may be obtained by calling code 183, extension 7354, or 343–7354.

HE–01–COM

EFFECTIVE WRITING FOR ADMINISTRATIVE COMMUNICATIONS

Social Security Administration

A 24-hour course consisting of twelve 2-hour sessions conducted once a week for 12 weeks or twice a week for 6 weeks, by the Social Security Administration, 6401 Security Boulevard, Baltimore, Md. 21235. Courses are normally scheduled quarterly during each fiscal year.

Description

This course is designed to provide training in the basics of good writing—the theory and practice of writing, organizing facts and ideas for writing, focusing the meaning, achieving vigor, and pruning excess verbiage. A large part of the course consists of writing practice and assignments. A critique on writing is held during the concluding session.

Who May Attend

Individuals, GS–7 through GS–14, who are responsible for dictating or writing letters and memoranda, or who review them, should be considered.

How To Make Nominations

Nominations should be made to the Social Security Administration, Office of Administration, Division of Employee Development, area code 301, 944–5000, extension 5393, or on IDS code 130, extension 5393.

Other Information

Cost per participant $50.

Reading

CM–01–COM

READING IMPROVEMENT

Department of Commerce

A 30-hour course consisting of 1½-hour sessions daily for 4 weeks, with courses normally scheduled at least once a quarter at the Patent Office, Crystal Plaza, Arlington, Va.

Description

This course is designed to improve the reading efficiency of employees.

Particular emphasis is placed on the increased comprehension of semi-technical and technical material.

Who May Attend

This course is designed primarily for any employee whose work involves a substantial amount of reading.

How To Make Nominations

Nominations should be made by letter to the Employee Development Officer, Patent Office, Main Commerce Building, Washington, D.C. 20231.

Other Information

The cost of the training per person will be $50. Each nomination should specify the finance officer having responsibility for payment. Inquiries regarding this course may be directed to the Employee Development Branch, Patent Office, 557–3431, or code 161–3431. Classes are limited to 14 persons.

HE–02–COM

READING IMPROVEMENT

Social Security Administration

A 24-hour course consisting of two 1½-hour sessions per week for 8 weeks, with courses normally scheduled during the fall, winter and spring months by the Social Security Administration at 6401 Security Boulevard, Baltimore, Md. 21235.

Description

The courses are designed to improve reading efficiency and to enable participants to become familiar with techniques which are related to reading, such as skimming, scanning and prereading. The emphasis is on improvement in comprehension, as well as increase in speed.

Who May Attend

This program is open to all Government employees who must do a great amount of reading in their jobs, and whose supervisor feels he would benefit from such a course.

How To Make Nominations

Nominations should be made to the Social Security Administration, Office of Administration, Division of Employee Development, area code 301, 944–5000, extension 5393, or on IDS code 130, extension 5393.

Other Information

There is no cost to agencies.

Office Skills and Practices

Secretarial Skills

TR–03–ADM

GREGG SHORTHAND THEORY REVIEW COURSE

Treasury Department

A 6-week course, consisting of 18 1-hour sessions, to be held three times a week—Monday, Wednesday, and Friday—and to be scheduled as needed.

Description

This course is designed for those who need better shorthand vocabularies and greater outline accuracy. It includes an intensive review of the principles of Gregg Shorthand *Simplified.*

Who May Attend

The course is conducted primarily for Internal Revenue Service clerical employees. Some spaces are open to clerical employees from other agencies. Participants must have had previous training in Gregg Shorthand and must have completed either the Gregg Shorthand Manual *Simplified;* the Gregg Shorthand Manual, Anniversary Method; or the Gregg Shorthand Manual, Diamond Jubilee Series.

How To Make Nominations

Nominations should be made by letter to the Chief, National Office Training Branch, Internal Revenue Service, Room 1315. Inquiries may be directed to Miss Ruby M. Bennett, WO 4–3931, or code 184, extension 3931.

Other Information

This course is offered at no cost to agencies. Twenty trainees are enrolled in each class. We recommend that those satisfactorily completing the course attend a 20-hour Shorthand Refresher Dictation Course which is offered upon completion of the theory review course.

TR-04-ADM

SHORTHAND REFRESHER DICTATION COURSE

Treasury Department

A 4-week course, comprising 20 1-hour sessions, to be held Monday through Friday and to be scheduled as needed.

Description

This course is offered to clerical employees wishing to increase their stenographic skills. It includes practice dictation, dictation for transcription, and study of office terminology and shortcuts.

Who May Attend

The course is conducted primarily for Internal Revenue Service employees. Some spaces are open to clerical employees from other agencies. Participants must have a sufficient knowledge of shorthand theory to take dictation at a minimum rate of 60 words a minute.

How To Make Nominations

Nominations should be made by letter to the Chief, National Office Training Branch, Internal Revenue Service, Room 1315. Inquiries may be directed to Miss Ruby M. Bennett, WO 4-3931, or code 184, extension 3931.

Other Information

This course is offered at no cost to agencies. Twenty trainees are enrolled in each class.

TR-06-ADM

TYPEWRITING REFRESHER TRAINING COURSE

Treasury Department

A 4-week course, consisting of 20 1-hour sessions, to be held Monday through Friday and to be scheduled as needed.

Description

This course is offered to clerical employees wishing to increase their typing skills. It includes drills for accuracy development and speed building; copying from rough draft; centering of words; and practice exercises in typing tabulations, master copies, letters, and memorandums.

Who May Attend

The course is conducted primarily for Internal Revenue Service employees. Some spaces are open to clerical employees from other agencies. Participants must be familiar with the typewriter keyboard and have a knowledge of typing.

How To Make Nominations

Nominations should be made by letter to the Chief, National Office Training Branch, Internal Revenue Service, Room 1315. Inquiries may be directed to Miss Ruby M. Bennett, WO 4–3931, or code 184, extension 3931.

Other Information

This course is offered at no cost to agencies. Twenty trainees are enrolled in each class.

CS–9011–COM

SECRETARIAL TECHNIQUES

Civil Service Commission

A 5-day course to be offered bimonthly at the Civil Service Commission, Washington, D.C.

Description

This course is designed to analyze the duties, responsibilities, and dimensions of today's Government secretary. (During the workshop seminar the secretary will exchange, present, and assemble technical secretarial information; refresh and reinforce the essential office concept; and stimulate an interest in striving toward increased office efficiency, job satisfaction, and applied secretarial dimensions.) The program will cover areas such as responsibility, communications—(writing, reading, listening, and speaking)—human relations, technical skills (grammar, spelling, capitalization, punctuation, typing, and shorthand), public relations, office management, and job satisfaction. The workshop seminar includes lectures, projects, case studies, problem analyses, and panel discussions.

Who May Attend

Government Secretaries, Clerk-Stenographers, Clerk-Typists, GS–5 through GS–7 may be nominated for the course.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, Communications and Office Skills Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

The cost of the workshop will be shared by the participating agencies. The prorated cost will be $90 per person. Announcements with more detailed information will be sent to all agencies well in advance of the program. Nomination deadline dates will be listed in the announcement. Agencies may obtain further information from the Director, Communications and Office Skills Training Center, 343–7354, or code 183, extension 7354.

CS–9005–ADM

BETTER OFFICE SKILLS AND SERVICE

Civil Service Commission

A 24-hour program to be offered September 18–27, October 9–18, October 30–November 8, December 4–13, 1967, and January 8–17, February 5–14, March 5–13, April 8–17, May 6–15, June 3–12, 1968, at the Civil Service Commission, Washington, D.C.

Description

This course will take the clerical employee through an 8-hour working day by discussing the problems and assignments that are normally encountered during that 8-hour period. Group discussions, practical exercises, case studies, incident studies, and lectures will be included in the course. The program will cover such topics as: Your Role as a Clerical Communicator; Office Grammar; Telephone Techniques; Office Diplomacy; Paperwork Management; Use of Office Reference Aids; Grooming; Government Style Practices; Human Relations; and Clerical Competence.

Who May Attend

Secretaries, as well as Clerk-Typists, Clerk-Dictating Machine Transcribers, Clerk-Stenographers, and other clerical employees, GS–2 through GS–4, whose duties inevitably lead them into the secretarial sphere, may be nominated for the course.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, Communications and Office Skills Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

The cost of the program—$95 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Nomination deadline dates will be listed in the announcements. Agencies may obtain further information from the Director, Communications and Office Skills Training Center, 343–7354, or code 183, extension 7354.

CS–9006–ADM

ADVANCED SECRETARIAL TECHNIQUES

Civil Service Commission

A 2-day program to be offered bimonthly at the Civil Service Commission, Washington, D.C.

Description

The purpose of this seminar is to bring to the secretary's attention new ideas and practices that could be beneficial in maintaining a productive, progressive office. The course is designed to provide Federal secretaries with formal training to refresh their thinking, as well as the opportunity to share new techniques and ideas with other secretaries and members of the guest faculty.

Who May Attend

This course is designed for Federal employees, GS–5 and above. Secretaries as well as administrative assistants, staff assistants, and administrative aides who perform secretarial duties may be nominated for the program.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, Communications and Office Skills Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

The cost of the program—$90 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Nomination deadline dates will be listed in the announcements. Agencies may obtain further information by calling 343-7354, or code 183, extension 7354.

CS-9012-COM

WORKSHOP IN EFFECTIVE ENGLISH

Civil Service Commission

A 24-hour course to be offered once a month at the Civil Service Commission, Washington, D.C.

Description

This course is designed for Government clerical and secretarial personnel and others who write, transcribe, edit or review correspondence. "Workshop in Effective English" offers clerical and secretarial personnel an opportunity to brush up on the fundamentals of good English. Grammar will be presented as it is used in Government writing so that employees can apply the principles to their daily work. At the conclusion of "Workshop in Effective English," students should be able to help their agencies acquire higher quality correspondence.

Who May Attend

Federal clerical, and secretarial personnel, GS-4 and above, and others who write, transcribe, edit or review correspondence.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, Communications and Office Skills Training Center, Bureau of Training, U.S. Civil Service Commission, Washington, D.C. 20415.

Other Information

The cost of the workshop—$90 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Nomination deadline dates will be listed in the announcements. Agencies may obtain further information from the Director, Communications and Office Skills Training Center, 343–7354, or code 183, extension 7354.

HE–01–ADM

TYPING I

Social Security Administration

A 20-hour course consisting of 20 1-hour sessions conducted continuously by the Social Security Administration, 6401 Security Boulevard, Baltimore, Md. 21235.

Description

This course is a review of typing techniques necessary for speed and accuracy development. Areas of special emphasis are correct fingering and posture, quick and accurate use of the operative parts and keys of the typewriter, speed and accuracy exercises and timed writings, simple numerical combinations, and the study of techniques for refining overall operating skill.

Who May Attend

All refresher typing training is preceded by diagnostic testing for the purpose of determining the current levels of ability of the prospective enrollees. After a study of the test results, each enrollee is placed in a training class appropriate for his ability level. This course is primarily for SSA employees; however, if space permits, qualified employees of other agencies will be accepted.

How To Make Nominations

Nominations should be made to the Social Security Administration, Office of Administration, Division of Employee Development, area code 301, 944–5000, extension 5393, or on IDS code 130, extension 5393.

Other Information

There is no charge for the course.

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HE–02–ADM

TYPING II

Social Security Administration

A 20-hour course consisting of 20 1-hour sessions conducted continuously by the Social Security Administration, 6401 Security Boulevard, Baltimore, Md. 21235.

Description

This course provides further supervised speed and accuracy development in typing, integrated with basic production of correspondence, printed forms, and tabulation.

Who May Attend

All persons who demonstrate on the pretest that they have the ability to type 40 words per minute with a maximum of 3 errors in 200 words; or, all persons who have successfully completed Typing I. This course is primarily for SSA employees; however, if space permits, qualified employees of other agencies will be accepted.

How To Make Nominations

Nominations should be made to the Social Security Administration, Office of Administration, Division of Employee Development, area code 301, 944–5000, extension 5393, or on IDS code 130, extension 5393.

Other Information

There is no charge for the course.

HE–03–ADM

SECRETARIAL DEVELOPMENT WORKSHOP I

Social Security Administration

A 20-hour course conducted twice a year by the Social Security Administration, 6401 Security Boulevard, Baltimore, Md. 21235.

Description

To define the role of the secretary and the means by which she can operate at higher levels of administrative authority.

Who May Attend

All stenographers and secretaries who have demonstrated a desire and a capacity for advancement in the secretarial field. This course is primarily for SSA employees; however, if space permits, qualified employees of other agencies will be accepted.

How To Make Nominations

Nominations should be made to the Social Security Administration, Office of Administration, Division of Employee Development, area code 301 944–5000, extension 5393, or on IDS code 130, extension 5393.

Other Information

There is no charge for this course.

HE–04–ADM

SHORTHAND I (REVIEW OF GREGG THEORY)

Social Security Administration

A 20-hour course consisting of 20 1-hour sessions conducted continuously by the Social Security Administration, 6401 Security Boulevard, Baltimore, Md. 21235.

Description

The course is designed to review the principles of shorthand outline formation, brief forms, the abbreviation principle; further, it is to include the introduction of new-matter dictation at relatively slow rates of speed.

Who May Attend

All refresher shorthand training is preceded by diagnostic testing for the purpose of determining the current levels of ability of the prospective enrollees. After a study of the test results, each enrollee is placed in a training class appropriate for his ability level. This course is primarily for SSA employees; however, if space permits, qualified employees of other agencies will be accepted.

How To Make Nominations

Nominations should be made to the Social Security Administration, Office of Administration, Division of Employee Development, area code 301, 944–5000, extension 5393, or IDS code 130, extension 5393.

Other Information

There is no charge for the course.

HE–05–ADM

SHORTHAND II

Social Security Administration

A 20-hour course consisting of 20 1-hour sessions conducted continuously by the Social Security Administration, 6401 Security Boulevard, Baltimore, Md. 21235.

Description

This course reviews in a general manner the principles of shorthand formation; it stresses the importance of accurate, mailable transcriptions of dictated matter; dictation is at the intermediate levels up to 80 words per minute; SSA correspondence is an integral part of the dictation materials.

Who May Attend

All persons who demonstrate on the pre-test that they have the ability to take dictation at the rate of 60 words per minute with 95 percent accuracy of transcription; or, all persons who have successfully completed Shorthand I. This course is primarily for SSA employees; however, if space permits, qualified employees of other agencies will be accepted.

How To Make Nominations

Nominations should be made to the Social Security Administration, Office of Administration, Division of Employee Development, area code 301, 944–5000, extension 5393, or on IDS code 130, extension 5393.

Other Information

There is no charge for the course.

HE–06–ADM

SHORTHAND III

Social Security Administration

A 20-hour course consisting of 20 1-hour sessions conducted continuously by the Social Security Administration, 6401 Security Boulevard, Baltimore, Md. 21235.

Description

The goals of the course are to transcribe accurately new-matter correspondence dictated at the rate of 100 words per minute. Special importance is attached to the application of the rules of grammar, capitalization, punctuation, correct spelling, word division, and accurate proofreading.

Who May Attend

Those persons may attend Shorthand III who demonstrate on a diagnostic pre-test an ability to take dictation at 80 words per minute with 95 percent accuracy; or, all those who have successfully completed Shorthand II. This course is primarily for SSA employees; however, if space permits, qualified employees of other agencies will be accepted.

How To Make Nominations

Nominations should be made to the Social Security Administration, Office of Administration, Division of Employee Development, area code 301, 944–5000, extension 5393, or on IDS code 130, extension 5393.

Other Information

There is no charge for the course.

HE–07–ADM

ENGLISH I

Social Security Administration
Baltimore, Maryland 21235

A 12-hour course consisting of 12 1-hour sessions conducted once or twice a week by the Social Security Administration, 6401 Security Boulevard, Baltimore, Md. 21235. Courses are normally scheduled quarterly during each fiscal year.

Description

This course is a review of English grammar, parts of speech, sentence construction, diagramming, and the practical applications of each.

Who May Attend

This course is primarily for SSA employees; however, if space permits, qaulified employees of other agencies will be accepted. All clerical employees—generally GS–2 through GS–5.

How To Make Nominations

Nominations should be made to the Social Security Administration, Office of Administration, Division of Employee Development, area code 301, 944–5000, extension 5393, or on IDS code 130, extension 5393.

Other Information

Cost per participant is $50.

HE–08–ADM

ENGLISH II

Social Security Administration
Baltimore, Maryland 21235

A 20-hour course consisting of 10 2-hour sessions conducted two or three times a week by the Social Security Administration, 6401 Security Boulevard, Baltimore, Md. Courses are normally scheduled quarterly during each fiscal year.

Description

This course is an intensive review of the rules of English grammar, with extensive drill in practical application of the principles involved.

Who May Attend

This course is primarily for SSA employees; however, if space permits, qualified employees of other agencies will be accepted. Clerical, stenographic, and secretarial employees generally GS–3 through GS–6.

How To Make Nominations

Nominations should be made to the Social Security Administration, Office of Administration, Division of Employee Development, area code 301, 944–5000, extension 5393, or on IDS code 130, extension 5393.

Other Information

Cost per participant is $50.

HE–09–ADM

ENGLISH III

Social Security Administration
Baltimore, Maryland 21235

A 20-hour course consisting of 10 2-hour sessions conducted two or three times a week by the Social Security Administration, 6401 Security Boulevard, Baltimore, Md. 21235. Courses are normally scheduled quarterly during each fiscal year.

Description

This course consists of thorough drills in and reasons for capitalizing and punctuating in accordance with the provisions set forth in the GPO Style Manual. Actual Government material from SSA is introduced to make the course meaningful and productive.

Who May Attend

This course is primarily for SSA employees; however, if space permits, qualified employees of other agencies will be accepted. Clerical, stenographic, and secretarial employees generally GS–2 through GS–6.

How To Make Nominations

Nominations should be made to the Social Security Administration, Office of Adminstration, Division of Employee Development, area code 301, 944–5000, extension 5393, or on IDS code 130, extension 5393.

Other Information

Cost per participant is $50.

HE–10–ADM

ENGLISH GRAMMAR AND USAGE (A HIGHER-LEVEL, COMPREHENSIVE COURSE)

Social Security Administration
Baltimore, Maryland 21235

A 24-hour course consisting of 12 2-hour sessions conducted two or three times a week by the Social Security Administration, 6401 Security Boulevard, Baltimore, Md. 21235. Courses are normally scheduled quarterly during each fiscal year.

Description

A comprehensive treatment of all or most of the major concepts and problems of English usage and grammatical construction, along with punctuation, spelling, and capitalization.

Who May Attend

This course is primarily for SSA employees; however, if space permits, qualified employees of other agencies will be accepted. Management and supervisory personnel; administrative and technical employees such as analysts, examiners, writers, and reviewers; secretaries and stenorgaphers—in short, those who have responsibility for composing, reviewing, and transcribing written materials and who want this review.

How To Make Nominations

Nominations should be made to the Social Security Administration, Office of Administration, Division of Employee Development, area code 301, 944–5000, extension 5393, or on IDS code 130, extension 5393.

Other Information

Cost per participant is $50.

HE–11–ADM

SEMINAR FOR ADMINISTRATIVE SECRETARIES

Department of Health, Education, and Welfare

A 2-day program to be held quarterly, at the HEW North Building Penthouse, 330 Independence Avenue SW., Washington, D.C.

Description

This seminar is built around the basic needs of the secretaries who function as either an administrator or supervisor in the Government office. Speakers will focus on the management process. The elements of problem solving and decision making will be covered along with the special problems of the supervisor . . . the techniques of communication . . . good interpersonal relationships . . . motivation, leadership, and the factors that lead to self-development and career growth. Participants will bring letters they have written. These letters will be used as bases for discussion of letterwriting principles.

Who May Attend

This seminar is designed for secretaries, administrative assistants, staff assistants, and administrative aides, GS–7 and above. Optional Form 37 (Nomination-Registration for Training) should be submitted by authorized agency representatives to the HEW, Office of Education, 330 Independence Avenue SW., Penthouse, Washington, D.C. 20201.

Other Information

The cost of the seminar—$20 per person—will be shared by participating agencies. Agencies will be billed for all accepted nominees unless formal cancellations are received by the close of business, 5 days before the first session. Substitutions may be made up to the beginning of the program.

Records Administration

GS–54.07–ADM

TECHNICAL ASSISTANCE WORKSHOPS RECORDS MANAGEMENT (1A)

General Services Administration

A 2-week workshop scheduled periodically to meet agency demand.

Description

The purpose of this workshop is to provide a broad perspective and insight of records and paperwork management as a whole. Through lectures and discussions the scope of records management is examined. Among the topics analyzed are: managing records scheduling, records directive, reports, forms, and mail, files, records scheduling, records disposition, surveys, and audits, office machine selection and utilization, source data automation, clerical work measurement, vital records handling, information retrieval developments, and do's and don'ts of an effective records management program.

Who May Attend

The workshop is designed for records officers and records management analysts and specialists.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Paperwork Standards and Automation Division (NRP), Room 604, National Archives Building, Washington, D.C. 20408, using Optional Form 37, Nomination-Registration for Training. For further information call area code 202, 963–4154, or code 13, extension 34154.

Other Information

No cost to agencies. Specific dates and locations will be announced.

GS–54.08–ADM

TECHNICAL ASSISTANCE WORKSHOPS SPEEDING THE MAIL (2C)

General Services Administration

Two one-half day sessions, scheduled to meet agency demand.

Description

This workshop deals with the handling of incoming correspondence and the clearance of replies. Ways to achieve shorter in-shop time for correspondence requiring a reply are discussed. How and where improvements can be made is determined.

Who May Attend

The workshop is designed primarily for executives in program offices where a volume of action mail is handled.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Paperwork Standards and Automation Division (NRP), Room 604, National Archives Building, Washington, D.C. 20408, using Optional Form 37, Nomination-Registration for training.

Other Information

No cost to agencies. Specific dates and locations will be announced. For further information call area code 202, 963–4154 or code 13, extension 34154.

GS–54.01–ADM

TECHNICAL ASSISTANCE WORKSHOPS FORMS ANALYSIS AND DESIGN (3A)

General Services Administration

A comprehensive 10-day workshop, scheduled periodically in Washington, D.C.

Description

This workshop is designed to provide ways and means for conducting an effective forms management program. Conferees will discuss how to establish and operate a forms management program; the relationship of forms management to other paperwork management programs; how to analyze a form segment-by-segment to make it easy to read, write, transmit, and file; how to apply forms design standards; how to develop forms that fit processing equipment, including an introduction to techniques used in source data automation; charting methods and their use in analyzing forms procedures, and applying the survey approach to forms projects.

Who May Attend

This workshop is designed for forms managers, forms analysts, forms liaison respresentatives, forms designer, and those who supervise a forms staff.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Paperwork Standards and Automation Division (NRP), Room 604, National Archives Building, Washington, D.C. 20408, using Optional Form 37, Nomination-Registration for training.

Other Information

No cost to agencies. Specific dates and locations will be announced. For further information call area code 202, 963–4154 or code 13, extension 34154.

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GS-54.03-ADM

TECHNICAL ASSISTANCE WORKSHOPS FORMS IMPROVEMENT (3B)

General Services Administration

Two one-half-day sessions, scheduled periodically to meet agency demand.

Description

This workshop presents and applies techniques to improve the paperwork flow by simplifying and improving the forms used. Effective principles for improving, simplifying, combining, and eliminating forms are discussed and utilized. During the course the participants redesign and simplify a heavy usage form.

Who May Attend

Supervisory, administrative, and professional specialists and technicians are eligible for this workshop.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Paperwork Standards and Automation Division (NRP), Room 604, National Archives Building, Washington, D.C. 20408, using Optional Form 37, Nomination-Registration for Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. For further information call area code 202, 963-4154 or code 13, extension 34154.

GS-54.09-ADM

TECHNICAL ASSISTANCE WORKSHOPS OFFICE INFORMATION RETRIEVAL (6A)

General Services Administration

A 5-day workshop, scheduled to meet agency demand.

Description

The workshop is designed to show how and under what circumstances modern information methods and equipment may be applied to improve dissemination, storage, and retrieval of information in various areas of the office. Participants will be introduced to the techniques and systems in use today and some of those being developed. They are shown how to conduct information retrieval surveys, how to design a coordinate index system, and how to select the right system and equipment. This workshop is designed to broaden the understanding and skills of management analysts.

Who May Attend

Management analysts, systems personnel, and others who may be directly involved in designing and installing an efficient information retrieval system.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Paperwork Standards and Automation Division (NRP), Room 604, National Archives Building, Washington, D.C. 20408, using Optional Form 37, Nomination-Registration for Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. For further information call area code 202, 963-4154 or code 13, extension 34154.

GS-54.10-ADM

TECHNICAL ASSISTANCE WORKSHOPS FILES IMPROVEMENT (7A)

General Services Administration

A 2-day workshop scheduled periodically to meet agency demand.

Description

This workshop is designed to help Government offices save time and money through the establishment of effective filing systems. Participants develop solutions to problems simulating actual filing situations. The project follow-up calls for participants to apply the standards and techniques discussed in the workshop to their own agency files.

Who May Attend

Any person whose duties require him to set up or maintain files, including clerks, secretaries, and those who supervise filing operations, is eligible to participate.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Paperwork Standards and Automation Division (NRP), Room 604, National Archives Building, Washington, D.C. 20408, using Optional Form 37, Nomination-Registration for Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. For further information call area code 202, 963–4154 or code 13, extension 34154.

GS–54.06–ADM

TECHNICAL ASSISTANCE WORKSHOPS RECORDS DISPOSITION (7B)

General Services Administration

A 1-day workshop scheduled to meet agency demand.

Description

This workshop is concerned with the major practices, procedures, and programs related to effective records disposition. It deals with the operation of an efficient records disposition program, the preparation of records control schedules, the identification of permanent records, the use and function of Federal Records Centers, and the relationship of records disposition to other paperwork management programs.

Who May Attend

The course is designed for (1) employees who have custody of files or (2) who have records-administration liaison responsibilities, apply records control schedules or audit the performance of organizational units in complying with such schedules. It is of particular value to an agency if all participants undertake a records disposition project as part of the follow-up.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Paperwork Standards and Automation Division

(NRP), Room 604, National Archives Building, Washington, D.C. 20408, using Optional Form 37, Nomination-Registration for Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. For further information call area code 202, 963–4154, or code 13. extension 34154.

GS–54.11–ADM

TECHNICAL ASSISTANCE WORKSHOPS MECHANIZING PAPERWORK SYSTEMS (8B)

General Services Administration

A 3-day workshop, scheduled to meet agency demand.

Description

This workshop is designed to provide practical guidance on when to use machines to reduce manual paperwork processing. Focus is placed on the practical conversion to mechanized systems. Participants are assisted in locating potential areas in their own offices which will lend themselves to such conversion.

Who May Attend

Federal personnel who need to know more about mechanized systems.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Paperwork Standards and Automation Division (NRP), Room 604, National Archives Building, Washington, D.C. 20408, using Optional Form 37, Nomination-Registration for Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 963–4154, or code 13, extension 34154.

GS–54.12–ADM

TECHNICAL ASSISTANCE WORKSHOPS MANAGING AN OFFICE MACHINE PROGRAM (8C)

General Services Administration

A 1-day workshop, scheduled periodically to meet agency demand.

Description

This workshop deals with the proper selection of records-making and records-keeping devices such as dictation units, typewriters (including fully automatic ones), calculators, reproduction machines, quick-copy devices, mail handling equipment, and filing equipment. Participants should have a responsibility for analyzing and improving office methods.

Who May Attend

Personnel who need to learn more about analyzing and improving office methods.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Paperwork Standards and Automation Division (NRP), Room 604, National Archives Building, Washington, D.C. 20408, using Optional Form 37, Nomination-Registration for Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 963–4154, or code 13, extension 34154.

ADP Skills and Administration

GS–60.01–ADP

TECHNICAL ASSISTANCE WORKSHOPS SOURCE DATA AUTOMATION (8A)

General Services Administration

A 5-day comprehensive workshop, scheduled as needed.

Description

This workshop is designed to familiarize operating officials with the principles and concepts of mechanized data processing. The course stresses the importance of capturing data in machine language where the data is first encountered. An actual SDA project in each participant's agency is required with follow-up within 60–90 days on the status of the project selected.

Who May Attend

This course is open to any Federal official who needs to know more about the possible means of automating the processing of data at its source and is prepared to undertake an SDA project if warranted in their agency.

How To Make Nominations

Nominations for employees in the Washington, D.C. area should be submitted through agency employee development officers to the Paperwork Standards and Automation Division (NRP), Room 604, National Archives Building, Washington, D.C. 20408, using Optional Form 37, Nomination-Registration for Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 963–4154, or code 13, extension 34154.

GS–60.02–ADP

TECHNICAL ASSISTANCE WORKSHOPS FORMS FOR AUTOMATION (3C)

General Services Administration

A 5-day workshop, scheduled to meet agency demand.

Description

The purpose of the workshop is to acquaint participants with requirements, specifications, and practical techniques and applications for developing efficient, economical forms for use with ADP equipment. Special projects provide practical experience in applying the standards and techniques discussed.

Who May Attend

Forms analysts and those ADP personnel who design or develop forms are eligible to participate, especially if they have previously attended the Forms Analysis and Design workshop.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Paperwork Standards and Automation Division (NRP), Room 604, National Archives Building, Washington, D.C. 20408, using Optional Form 37, Nomination-Registration for Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. For further information call area code 202, 963–4154, or code 13, extension 34154.

CS–8634–ADP

SEMINAR ON AUTOMATIC DATA PROCESSING IN SUPPLY MANAGEMENT

Civil Service Commission

A 3-day program to be held December 16–18, 1968, and May 21–23, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

This seminar is designed to explore in detail the various systems approaches involved in implementing the decision to apply automatic data processing to supply manaagement. Emphasis will be given to: (a) equipment characteristics and capabilities; (b) tools of systems analysis, and their use in supply management; (c) developing and designing a system to meet management needs, cost factors, present and proposed systems, organizational changes resulting from ADP; and (d) problems of control and evaluation. This program will build upon the material presented in the 2-day Management Introduction to ADP and will focus on the discussion of actual case histories specifically relating to supply management.

Who May Attend

Supply officers and others in allied fields, GS–11 and above or equivalent, are eligible for nomination. Prior attendance at a Management Introduction to ADP or equivalent knowledge is recommended in realizing the full potential of the seminar.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, by November 18, 1968, and April 23, 1969, respectively.

Other Information

The cost of the program—$120 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Agencies may obtain further information from the ADP Management Training Center, 343–6147, or code 183, extension 6147.

CS–8624–ADP

SYSTEMS ANALYSIS FOR COMPUTER PROGRAMMERS

Civil Service Commission

A 1-week program to be held September 23–27, 1968, January 27–31, 1969, April 7–11, 1969, and June 9–13, 1969 at the Civil Service Commission, 1900 E Street NW.

Description

This course is specifically designed for computer programmers who need a fuller understanding of, or who are preparing for assignments in, ADP systems analysis. Prior knowledge of computer components and experience in computer programming concepts will be presumed. The course will move immediately into the functions and techniques of systems analysis and design, and will include discussion of such topics as: (a) the extent and tasks of systems analysis; (b) the systems development process; (c) the feasibility study; (d) analysis of the present system; (e) developing specifications for the new system; (f) designing input, output and file layouts for the new system; (g) designing requirements and test data for programs and subroutines: and (h) documentation.

Who May Attend

Computer programmers and newly assigned analysts (with programming experience) are eligible for nomination.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, by August 26, 1968, December 30, 1968, March 10, 1969, and May 12, 1969, respectively.

Other Information

The cost of the program—$160 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Agencies may obtain further information from The ADP Management Training Center, 343-6147, or code 183, extension 6147.

CS-8635-ADP

SYSTEMS WORKSHOP FOR COMPUTER SPECIALISTS

Civil Service Commission

A comprehensive 3-week, two-part training program in the basic fundamentals of the ADP systems development process to be held October 14–18, 1968 (Phase I), December 2–13, 1968 (Phase II); and March 17–21, 1969 (Phase I), May 5–16, 1969 (Phase II) at the Civil Service Commission, 1900 E Street NW.

Description

This 3-week training program is specifically designed for computer programmers and novice systems analysts who need a firm grounding in the basic fundamentals of systems analysis and design. The in-depth, comprehensive program is being offered in two Phases: Phase I—Basic Concepts, a 1-week session designed to provide an introduction to the basic concepts of the total systems design process; and Phase II—Advanced Applications, a 2-week session of case studies and work problems designed to develop a basic competence in the skills and techniques of systems analysis and design. The objective of the program is to develop junior analysts who can *do* systems work with minimum guidance from experienced analysts. The program will be taught by a select staff of highly accomplished data processing technician-trainers.

Who May Attend

Computer specialists, newly assigned systems analysts, computer programmers and others with a need for a working knowledge of systems analysis techniques are eligible for nomination. Prerequisites for this course are: (1) a thorough appreciation of ADP; and (2) computer programming experience.

How To Make Nominations

Nominations should be submited by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, by September 16, 1968 and February 17, 1969, respectively.

Other Information

The cost of the 3-week program—$390 per person—will be shared by the participating agencies. Announcements with more detailed information and nomination procedures will be sent to all agencies well in advance of the program. Agencies may obtain information from The ADP Management Training Center, 343–6147, or code 183, extension 6147.

CS–8626–ADP

ADVANCED SYSTEMS TECHNOLOGY FOR ADP SYSTEMS ANALYSTS

Civil Service Commission

A 1-week program to be held November 4–8, 1968, and March 24–28, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

This course is designed for digital computer systems analysts who require non-sales oriented, state-of-the-art information about the effects on systems analysis of the latest developments in computer technology. Among the topics discussed will be: (a) implications for the systems analysts of the newest multi-use computers; (b) considerations for redesigning, modifying or expanding existing systems; (c) hardware/software compatibility and conversion problems; (d) total systems concepts (design, costs, limitations, etc.); (e) study of on-going real time and time sharing systems; (f) developments in input/output devices.

Who May Attend

Digital computer systems analysts are eligible for nomination.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, by October 7, 1968 and February 24, 1969, respectively.

Other Information

The cost of the program—$160 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Agencies may obtain further information from The ADP Management Training Center, 343–6147, or code 183 extension 6147.

CS–8627–ADP

SEMINAR IN ADP MANAGEMENT AND ADMINISTRATION

Civil Service Commission

A 3-day seminar to be held November 19–21, 1968, and April 29–May 1, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

This seminar is designed to bring together persons having ADP management responsibilities in Federal agencies, for the purpose of receiving and exchanging information pertinent to the major problems of data processing management and administration. The seminar, following delineation of the scope of ADP management, will include discussion of all the tasks and techniques of the data processing manager. Emphasis, however, will be placed on the significant, nonroutine problems, including: personnel turnover; use of languages and software; performance measurement and scheduling; open shop vs. closed shop programming; relationships between users and systems analysts, systems analysts and programmers, programmers and operators; optimization of machine use; and enforcing documentation.

Who May Attend

Administrators and deputy administrators of ADP operations, data processing managers, programming supervisors and supervisory systems analysts are eligible for nomination.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, by October 22, 1968, and April 1, 1969, respectively.

Other Information

The cost of the program—$135 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies. Agencies may obtain further information from The ADP Management Training Center, 343–6147, or code 183, extension 6147.

CS–8636–ADP

DECISION LOGIC TABLE WORKSHOP

Civil Service Commission

A 3-day tutorial program to be held September 10–12, 1968,
January 14–16, 1969, March 11–13, 1969, and June 3–5, 1969,
at the Civil Service Commission, 1900 E Street NW.

Description

Although decision tables are useful in many different situations, the focus in this course will be upon their relevance to data processing systems. The workshop is designed to teach students the fundamental concepts of decision logic tables, and to develop in them a competence in using these techniques for improving communications and standardizing documentation. A basic proficiency in using decision tables will be developed by having students complete a series of increasingly difficult assignments utilizing limited, extended, and mixed entry tables. Students will be taught how to develop optimum tables and how to link tables together for documenting series of complex decisions. Students will learn how decision tables can be used effectively throughout the systems development process—by operating managers and their staffs, and by systems analysts, programmers and other computer specialists. Also covered in the workshop will be the conversion of decision tables to computer programs by coding and by using higher level languages.

Who May Attend

This program is open to full-time employees, GS-9 and above in both management and staff functions, who need a technique for documenting and communicating their decision methods or systems designs.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415 by August 15, 1968, December 17, 1968, February 11, 1969, and May 6, 1969, respectively.

Other Information

The cost of this program—$95 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies. Agencies may obtain further information from The ADP Management Training Center, 343-6147, or code 183, extension 6147.

CS-8613-ADP

SEMINAR ON AUTOMATIC DATA PROCESSING IN TECHNICAL INFORMATION SYSTEMS

Civil Service Commission

A 3-day program to be held December 4-6, 1968 and April 23-25, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

This seminar is designed to explore in detail the various systems approaches involved in the decision to apply automatic data processing to technical information systems. Emphasis will be given to: (a) Equipment characteristics and capabilities; (b) tools of systems analysis and their use in automating technical libraries; (c) developing and designing an information system to meet management and user needs (cost factors, present and proposed systems, organizational changes resulting from ADP); and (d) problems of control and evaluation. This program will build upon the material presented in the 2-day Management Introduction to ADP, and will focus on the discussion of actual case histories specifically relating to technical information systems.

Who May Attend

Librarians, archivists, information specialists, and others concerned with the storage and retrieval of technical data, GS-9 and above or equivalent, are eligible for nomination. Prior attendance at a Management Introduction to ADP or corresponding knowledge is recommended in realizing the full potential of the seminar.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, by November 6, 1968 and March 26, 1969, respectively.

Other Information

The cost of the program—$120 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Agencies may obtain further information from The ADP Management Training Center, 343-6147, or code 183, extension 6147.

CS-8609-ADP

SEMINAR ON AUTOMATIC DATA PROCESSING IN PERSONNEL MANAGEMENT

Civil Service Commission

A 3-day program to be held October 9–11, 1968 and February 26–28, 1969, at the Civil Service Commission, 1900 E Street NW.

Description

This seminar is designed to explore in detail the various systems approaches involved in implementing the decision to apply automatic data processing to personnel management. Emphasis will be given to: (a) equipment characteristics and capabilities; (b) tools of systems analysis and their use in personnel management; (c) developing and designing a system to meet management needs (cost factors and organizational changes resulting from ADP); and (d) problems of control and evaluation. This program will build upon the material presented in the 2-day Management Introduction to ADP and will focus on the discussion of actual case histories specifically relating to personnel management.

Who May Attend

Those serving in the personnel field or closely associated with personnel administration, GS-11 and above or equivalent, are eligible for nomination. Prior attendance at a Management Introduction to ADP or corresponding knowledge is recommended in realizing the full potential of the seminar.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Director, The ADP Maangement Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, by September 11, 1968, and January 29, 1969, respectively.

Other Information

The cost of the program—$120 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies well in advance of the program. Agencies may obtain further information from The ADP Management Training Center, 343-6147, or code 183, extension 6147.

CS-8615-ADP

SEMINAR IN ADP FOR TRAINING DIRECTORS

Civil Service Commission

A 3-day seminar to be held August 21–23, 1968 at the Civil Service Commission, 1900 E Street NW.

Description

This program is designed to assist training directors to meet the challenge posed by the actual or anticipated introduction of automatic data processing into their agencies. The course will include: (a) The present and future role of ADP in the training field; (b) typical computer applications in the management of training activities and their results in terms of efficiency and economy; (c) training required to achieve various levels of ADP competence, and available government and non-government resources for training; and (d) training considerations in ADP workforce orientation and employee retraining.

Who May Attend

Training directors, employee development officers, and those who are concerned with providing training programs in the ADP field are eligible for nomination. Prior attendance at a Management Introduction to ADP or equivalent knowledge is recommended in realizing the full potential of the seminar.

How To Make Nominations

Nominations should be submitted by authorized agency representatives, to the Director, The ADP Management Training Center, U.S. Civil Service Commission, Washington, D.C. 20415, by July 24, 1968.

Other Information

The cost of the program—$120 per person—will be shared by the participating agencies. Announcements with more detailed information will be sent to all agencies. Agencies may obtain further information from The ADP Management Training Center, 343–6147, or code 183, extension 6147.

HE–8600–ADP

AUTOMATIC DATA PROCESSING ORIENTATION

Social Security Administration

An 18-hour course conducted once a month by the Social Security Administration, 6401 Security Boulevard, Baltimore, Md. 21235.

Description

This program is designed to provide knowledge of the management uses and potential of automatic data processing systems. Emphasis is on application of electronic data processing systems in Social Security program administration.

Who May Attend

This program is open to full-time Federal employees, GS–9 and above or equivalent. This program is designed primarily for and open to qualified personnel of all agencies.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Social Security Administration, Office of Administration, Division of Employee Development, area code 301, 944–5000, extension 5393, or on IDS code 130, extension 5393.

Other Information

No charge will be made for participants in this course.

CM–01–ADP

DIGITAL COMPUTER PROGRAMMING COURSE

Department of Commerce

Courses range from 3 to 6 weeks, offered periodically at the Bureau of the Census, Suitland, Md., to meet agency demand.

Description

These courses are designed to provide both basic and advanced instruction in programming for the UNIVAC 1107 digital computer. The length of the training in each course differs depending upon whether the course is basic or advanced. Each course includes classroom training and actual computer programming practice. The basic course includes: (a) Introduction to computer basics; (b) data preparation and storage; (c) Census data processing; and (d) number systems. The 1107 advanced course includes the repertoire of instructions, Sleuth Assembler, Exec. I, Lion, Midas, the Census Service System, editing, sorting, merging, Librarian and Servro.

Who May Attend

The basic course is designed for entrance level qualified computer programmers; the advanced course is designed primarily for experienced programmers at the Bureau of the Census.

How To Make Nominations

For information concerning nominations call the Employee Development Branch, Personnel Division, Bureau of the Census, 440–1524, or code 157, extension 524.

Other Information

These courses are primarily for Bureau of the Census employees; however, qualified nominees from other agencies will be accepted as space permits. Agencies will be asked to reimburse the Census Bureau for the expense of this program; applicants will be advised regarding the amount upon receipt of requests to be enrolled.

Supply Management

GS–61.01–SUP

PROCUREMENT CONTRACTING AND POLICY

General Services Administration

A 4-day lecture-seminar scheduled periodically in Washington, D.C., and centers of Federal population.

Description

The program is designed to assist Federal agencies in: Developing more economical and effective purchasing and contracting practices, including contract administration and termination; obtaining better understanding and acceptance of laws, regulations, policies, and procedures governing Federal procurement, on the part of both Federal procurement officials and businessmen; and developing new approaches and solutions to unique procurement problems.

It emphasizes the legal and regulatory aspects of procurement and their application to practical situations. Attention is given to existing rules, reasons for such rules, and alternatives which have been considered. The following subject-matter areas will be discussed in the program: development and principles of procurement statutes; types of contracts; advertising and bidding procedures; negotiation of contracts; economic policy requirements (small business, labor surplus, nondiscrimination); reporting of possible anti-trust violations; publicizing procurement actions; contract administration clauses (disputes, defaults, suspension of work, equitable adjustment, changes, inspection and acceptance, etc.); taxes, bonds, and insurance; debarment; contract financing, audit, and cost principles; and contract termination.

Who May Attend

The course is designed for Federal employees concerned with procurement in any of its aspects—such as purchase, fiscal, legal, and engineering. Participation will be open to personnel who are currently serving in grades GS–12 and above, or the equivalent. Especially well qualified candidates at GS–11 will be considered if space is available.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Interagency Training Staff, General

Services Administration, 18th and F Streets NW., Washington, D.C. 20405, using Optional Form 37, Nomination-Registration for Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202 or 343–7681, or code 183, extension 7681.

GS–61.02–SUP

GOVERNMENT CONTRACT ADMINISTRATION

General Services Administration

A 5-day course scheduled periodically in Washington, D.C., and in other centers of Federal population.

Description

This course is designed to assist Federal agencies in: Obtaining maximum compliance by the contractor with contract terms during performance; recognizing the occurrence of situations during performance which may lead to claims by the contractor; protecting the public interest by prompt and fair settlement of problems which arise during performance; determining whether increased costs of contract performance should be borne by the contractor or by the Government; and negotiating equitable adjustments when the Government has agreed to bear risk in contract performance.

The course will include: a detailed analysis of the obligations which the contractor and the Government assume under the standard form Government contract; the major events which may occur during contract performance, such as changes, changed conditions, changes in Government-furnished property, delays, defective specifications, and inspection problems; techniques for pricing the "equitable adjustment"; methods for processing findings, determinations, and appeals under the Disputes Clause; distinctions between claims under the contract and claims for breach of contract; techniques for obtaining compliance with contract delivery schedules, default clause procedures, difficulties encountered in case reimbursement or payment of contractors; post-performance aspects of contract administration, such as enforcement of warranty provisions, product liability, or examination of contractor's records.

Who May Attend

The course is designed for procurement officers, contracting officers, contract administrators, and other personnel involved in the preparation or administration aspects of Federal contracts. Participation will be open to personnel who are currently serving in grades GS-9 and above, or equivalent.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Interagency Training Staff, General Services Administration, 18th and F Streets NW., Washington, D.C. 20405, using Optional Form 37, Nomination-Registration for Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 343-7681, or code 183, extension 7681.

GS-61.03-SUP

CONTRACTING BY FORMAL ADVERTISING

General Services Administration

A 5-day program scheduled periodically in Washington, D.C., and in other centers of Federal population.

Description

Basic Government procurement law provides that all contracts for property and services, with certain stated exceptions, be made by formal advertising. This course will assist Federal agencies to: (1) Procure personal property and nonpersonal services (including construction) by use of the formal advertising method (2) standardize formal advertising procedures (3) improve relationships between contracting offices and contractors and (4) comply with legal and regulatory requirements. The course is based primarily on Federal Procurement Regulations (FPR), which are generally compatible with the Armed Services Procurement Regulations (ASPR).

Major topics to be covered are: (1) preparation of invitation-prescribed and optional forms and "tailoring" the invitation; (2) Publicizing the invitation—mailing, public display, newspaper advertising, and Department of Commerce synopsis; (3) submission of bids—responsiveness, late bids, rejections, and mistakes; (4) awarding the contract—responsible prospective contractor, discounts, equal low bids, and progressive awards.

Case studies and discussion will focus attention on recurring problems and furnish assistance in preventing or resolving such problems. Special emphasis will be devoted to situations involving late bids, responsiveness of bids and mistakes in bids.

Who May Attend

The course is designed for employees of all agencies in procurement positions. Personnel in training for procurement positions are also eligible. Personnel who have taken the GSA course in Small Purchases will find that the course in Contracting by Formal Advertising will broaden their procurement skills. Participation will be open to personnel who are currently serving in grades GS-7 and above, or equivalent.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Interagency Training Staff, General Services Administration, 18th and F Streets NW., Washington, D.C. 20405, using Optional Form 37, Nomination-Registration for Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 343-7681, or code 183, extension 7681.

GS-61.04-SUP

SMALL PURCHASES

General Services Administration

A 5-day course with case studies, scheduled periodically in Washington, D.C., and other centers of Federal population.

Description

The administrative costs of making, controlling, and paying for small purchases often exceeds the value of the items being procured. The purpose of this course is to encourage Federal agencies to reduce costs through the use of (1) improved methods for making small purchases (2) careful analysis of each requirement and (3) utilization of appropriate simplified purchase techniques.

The course is based primarily on Federal Procurement Regulations (FPR), with reference to the Armed Services Procurement Regulations (ASPR) when appropriate. It includes lecture-discussions and case studies and emphasizes the application of the following authorized small purchase techniques; blanket purchase arrangements; imprest funds; purchase order forms (SF44 and 147); oral purchases; and unpriced purchase orders. The following related topics will also be covered; preliminary purchase considerations; solicitation of quotations; limitations; and vendor and in-house relationships.

Who May Attend

The course is designed for employees of all agencies who are engaged in small purchases and related procurement operations or who are in training for assignment in the procurement field.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Interagency Training Staff, General Services Administration, 18th and F Streets NW., Washington, D.C. 20405, using Optional Form 37, Nomination-Registration for Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 343–7681, or code 183, extension 7681.

GS–61.06–SUP

INVENTORY CONTROL OF SUPPLIES AND MATERIALS

General Services Administration

A 2-day course scheduled periodically in Washington, D.C., and other centers of Federal population.

Description

The course will assist agencies to: (1) Anticipate inventory needs and (2) avoid overstocking or running out of stock. It will aid in establishing and maintaining a satisfactory balance of customer service, inventory management and control, and operating costs.

Through lectures, practice exercises, and discussion the course will stress principles, techniques, and guidelines under the following topics: requirements determination, storage criteria, stock levels, when to order, reviewing for excess, and basic ADP applications.

Who May Attend

The course is primarily for operating personnel responsible for maintaining inventories of supplies and materials. Supervisors and managers interested in reviewing the basic elements of inventory management are eligible to enroll in the course.

Management and operating personnel who plan on taking the 3-day EOQ course which follows are required to take this basic course. Special consideration will be given to personnel from agencies maintaining storerooms that serve consumers.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Interagency Training Staff, General Services Administration, 18th and F Streets NW, Washington, D.C. 20405, using Optional Form 37, Nomination-Registration for Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 343–7681, or code 183, extension 7681.

GS–61.07–SUP

ECONOMIC ORDER QUANTITY TECHNIQUES (EOQ) (Formerly Inventory Management)

General Services Administration

A 3-day course with practical problems, scheduled in Washington, D.C. and other centers of Federal population.

Description

This course is designed to assist agencies in complying with the requirements of the Federal Property Management Regulations (FPMR) pertaining to Inventory Management. It will enable agencies to apply modern inventory methods in their supply systems. The special goal is a detailed presentation of techniques employed in implementing Economic Order Quantity (EOQ) principles and practices to enable each participant to effect practical application in his agency. The course emphasizes EOQ principles and techniques. Among the topics to be discussed are: criteria for stockage, measures of supply effectiveness, mechanics of the inventory control system, predicting and forecasting demand, exponential smoothing, safety stock, economic purchase quantity, and low dollar value control techniques.

Who May Attend

The course is designed primarily for management and operating supply personnel whose duties require a basic knowledge of Economic Order Quantity techniques.

Tentatively, it is planned to schedule this 3-day course to follow immediately the 2-day basic course, Inventory Control of Supplies and Materials. Personnel taking the EOQ course must have taken the 2-day basic course. EOQ techniques involve the application of mathematics to inventory management, and some of the inventory management decisions have been reduced to formulas, some very simple. These formulas are discussed and applied in the course and it is therefore desirable that applicants have a knowledge of high school mathematics.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Interagency Training Staff, General Services Administration, 18 and F Streets NW., Washington, D.C. 20405, using Optional Form 37, Nomination-Registration for Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 343–7681, or code 183, extension 7681.

GS–62.01–SUP

STORAGE AND MATERIALS HANDLING

General Services Administration

A 5-day course with workshop problems, scheduled in Washington, D.C., and other centers of Federal population.

Description

The purpose of this course is to assist Federal agencies in: Utilizing storage facilities by better planning and layout of space to accommodate materials essential to mission; employing equipment to assure smooth flow of materials in and out of inventory; and achieving optimum use of manpower, equipment, and facilities involved in storage operations. The course will develop a knowledge of current warehousing principles, methods, and techniques, and relate their application to the maintenance or improvement of operation. It will provide opportunity for participants to discuss and solve problems relating to: space types and requirements computation; planning space layouts and storage plans; materials handling equipment; storage locations and locator systems; safety and protection of personnel; and warehousing management.

Who May Attend

The course is intended for employees of all agencies at the operating level and the first level of supervision. Management personnel who seek a review of storage and materials handling principles, methods, and techniques and employees in training for positions in this field are also eligible.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Director, Interagency Training Staff, General Services Administration, 18th and F Streets NW., Washington, D.C. 20405, using Optional Form 37, Nomination-Registration for Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 343–7681, or code 183, extension 7681.

GS–91.12–SUP

CARRIER SELECTION-FREIGHT CLASSIFICATION

General Services Administration

A 1-day course scheduled periodically in Washington, D.C., and other centers of Federal population.

Description

The course is designed to assist Federal agencies in the selection of commercial carriers for the transportation of Government property. It will provide criteria for making wise routing decisions. The course will help agencies in describing Government property on transportation documents to obtain the most economical freight rate.

Topics to be discussed are: use of classification publications, how to describe freight, modes of transportation, how to route Government freight, and equitable distribution of tonnage.

Who May Attend

This course is open to any Federal employee whose full or part time duties involve freight transportation functions. Employees responsible for issuing and processing Government bills of lading are eligible.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Interagency Training Staff, General Services Administration, 18th and F Streets NW., Washington, D.C. 20405, using Optional Form 37, Nomination-Registration for Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 343–7681, or code 183, extension 7681.

GS–91.13–SUP

GOVERNMENT BILLS OF LADING AND COMMON SHIPPING FAULTS

General Services Administration

A 1-day course scheduled periodically in Washington, D.C., and other centers of Federal population.

Description

The purpose of this course is: (1) To assist Federal agencies in improving the quality and use of Government bills of lading in transportation operations and (2) to provide agencies with remedies for correcting common shipping faults, including discrepancies found in the U.S. General Accounting Office post audit of transportation vouchers. The topics to be covered are: Government Bills of Lading—importance, accountability, preparation, and elimination of costly paperwork errors; and Common Shipping Faults—classification, documentation, loss and damage, loading and unloading, weight and dimension, equipment ordered, diversions and reconsignment, demurrage, routing, and notifying GAO of refunds.

Who May Attend

The course is open to administrative, supervisory, and operational personnel of any agency whose full or part time duties involve freight transportation activities, particularly those responsible for the preparation and processing of Government bills of lading.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Interagency Training Staff, General Services Administration, 18th and F Streets NW., Washington, D.C. 20405, using Optional Form 37, Nomination-Registration for Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 343-7681, or code 183, extension 7681.

Specialized Agency Programs

HE–01–SPP

TRAINING PROGRAM FOR FINANCIAL COUNSELORS

Bureau of Federal Credit Unions

A 30- to 35-hour training program conducted on premises of agency requesting the training.

Description

The objectives of the training program for financial counselors is to provide consumer education and information on personal financial management that may be helpful to employees as consumers; to provide assistance for employees needing and seeking financial planning advice; to reduce the administrative burden on the agency and protect the job environment from interruptions that may occur when employees are pressed by personal financial problems.

Who May Attend

The program agenda has sufficient flexibility that it can be designed for administrative, supervisory, or clerical personnel. Hopefully, a relatively small group of supervisory employees will become equipped to counsel and advise a much larger number of lower graded employees.

How To Make Nominations

Agency desiring information should call Mr. William O'Brien, Assistant Director for Education and Training, Bureau of Federal Credit Unions, Department of Health, Education, and Welfare, code 13, extension 21081, or 21082.

Other Information

The cost of the program is expected to be minimal and will be prorated among participating agencies. Additional information and arrangements may be obtained by telephoning code 13, extension 21081 or 21082.

DJ-01-SPP

CORRECTIONAL ORIENTATION TRAINING

Bureau of Prisons, Department of Justice

A 2-week program conducted as necessary at: Federal Reformatory, Petersburg, Va. (Youth) U.S. Penitentiary, Lewisburg, Pa. (Adult).

Description

Orientation training designed to acquaint the new employee with the correctional institutional environment. Specific topics are: Mission; goals and objectives of the institution; role of the employee in achieving objectives and goals; treatment of offenders; security practices and procedures; discipline as treatment; selected readings to supplement formal training.

Who May Attend

Attendance by all new Federal Prison Service employees is required. Attendance by a limited number of other agency personnel will be permitted upon approval of the Bureau of Prisons.

How To Make Nominations

Nominations are to be made on Optional Form 37 with an attached statement of reasons for wanting to take this type of training. Please specify whether orientation is desired at a youth or an adult institution. Mail nominations to: Chief, Manpower Development Section, Bureau of Prisons, Room 400, 101 Indiana Avenue NW., ZIP 20537 (Stop 305-B).

Other Information

No cost. Further information may be obtained by calling RE 7-8200, extension 2275, code 187.

DJ-02-SPP

CORRECTIONAL TREATMENT PRACTICES

Bureau of Prisons, Department of Justice

A 1-day program held at least once or twice each year at the Bureau of Prisons, 101 Indiana Avenue NW.

Description

This program is designed to give a periodic review of innovations and developments in correctional work. Lectures, films, and discussion will be used to give information on the status of the work release program; community center programs; recent concepts in case management; employee development advances; custodial practices; and inmate education and training programs. The objective of this course is to have an interchange of information with agencies that have a responsibility contributing directly or indirectly to the development of effective correctional programs in the United States.

Who May Attend

This program is designed primarily for and open to personnel of all agencies which have some responsibility for programs in, or collateral to, correctional work. Primary consideration will be given to the District of Columbia Government; Health, Education, and Welfare; Labor Department; Department of Defense; Office of Economic Opportunity; and similar agencies. Personnel in grades GS–11 through GS–15 or equivalent will be considered.

How To Make Nominations

Nominations are to be made on Optional Form 37 with an attached statement of reasons for wanting to take this type of training. Mail nominations to: Chief, Manpower Development Section, Bureau of Prisons, Room 400, 101 Indiana Avenue NW., ZIP 20537 (Stop 305–B).

Other Information

No cost. Further information may be obtained by calling RE 7–8200, extension 2275, code 187.

LC–01–SPP

ORIENTATION FOR FEDERAL LIBRARIANS

Library of Congress

A 20-hour program to be offered in the Fall and Spring at the Library of Congress, 1st Street between East Capitol and Independence Avenue SE.

Description

This is an orientation program on the various functions, facilities and services of the Library of Congress, presented by lectures, discussions, and site tours. It is directed toward increasing communications and the exchange of information between the Library and other Federal libraries and librarians in the hope that better coordination and use of Federal library facilities will result.

Who May Attend

This program is intended for professional Librarians or those responsible for library activities.

How To Make Nominations

Nominations should be made by letter or nomination forms to the Training Office, Personnel Office, Room MB–310, Library of Congress, Washington, D.C. 20540. The letter should include nominee names in priority of desired attendance, title, grade and organization address and telephone number. Agencies will be notified of approved nominees and provided further details. Announcements, including nomination forms, will be mailed to Federal libraries about six weeks prior to beginning dates. For further information call 967–7565, or code 173, extension 565 or 8384.

Other Information

No cost to agencies.

CM–04–SPP

PATENT EXAMINER INITIAL TRAINING

Department of Commerce

An initial course, on a 2-week, full-time basis, is scheduled as needed by the Patent Office. The course is held at the Patent Office, Crystal Plaza, Arlington, Va.

Description

Initial Course: This course is designed to give newly hired patent examiners a thorough familiarization with the patent statutes, and training in the application of patent-examining practices and procedures by means of such techniques as case studies and lectures, discussion, and comprehensive tests. The course also includes on-the-site visits and discussions of operations in various working areas which service the examining operation, such as the Drafting, Application, and Issue Branches.

Who May Attend

This course is designed primarily for professional employees who are in positions which, as a continuing responsibility, involve searching, preparation, and/or prosecution of patent applications before the U.S. Patent Office or the Federal courts.

How To Make Nominations

Nominations should be made by letter to the Employee Development Officer, Patent Office, Main Commerce Building, Washington, D.C. 20231, stating the employee's name, title, and grade, and a brief description of his duties and qualifications.

Other Information

The cost of training to agencies will be $50 per person for the training program. Each nomination should specify the finance officer having responsibility for payment. The 2-week initial training is generally scheduled once each month, but may be scheduled however, only at such time as Patent Office employee participation therein is warranted. Inquiries may be directed to the Employee Development Officer by calling 557–3431, or code 161, extension 3431.

LP–01–SPP

EDITORIAL PLANNING FOR PRINTING PRODUCTION

Government Printing Office

Two eight-session courses to be held 2 days weekly from 9:30 a.m. to 12:00 noon; October 21–November 15, 1968, and March 17–April 10, 1969. Each course will be divided into two sections; one meeting Mondays and Wednesdays, and the other Tuesdays and Thursdays. Sessions will be held in the 8th floor Conference Room, Government Printing Office, 732 North Capitol Street (at H) NW.

Description

Lectures covering planning, copy preparation, scheduling, printing processes, type use, selection and use of art and photographs, electronic photocomposition, printing procurement procedures, and sale and distribution of government publications. A guided tour of the typesetting and the printing production divisions of the Printing Office is included.

Who May Attend

Federal writers and editors, or administrators associated with these fields, and those who prepare specifications for use in requisitioning printing from, or are required to work with, the Government Printing Office as department or agency procurement officers.

How To Make Nominations

Nominations should be submitted by authorized agency representatives, by letter, to the Typography and Design Manager, Room C–829, U.S. Government Printing Office, Washington, D.C. 20401, by October 11, 1968, and March 7, 1969, respectively. Applications should include the following information: Department or bureau, name, title, and grade level. The telephone number of the person to be notified of acceptance is also requested. Nominees will be accepted in the order in which they are received. Notification by telephone as to acceptance will be made one week prior to the start of each program.

Other Information

No cost to agencies. It is expected that those registering will participate in all eight sessions. (Lectures covering specific areas of this program for special groups will be provided upon request.) Inquiry may be directed to the Government Printing Office by calling 541–3339 or code 149, extension 339. Limited classroom capacity will restrict each of the two attending groups to 65 persons.

LP–02–SPP

EFFECTIVE ADMINISTRATION OF THE CONTRACT FOR MARGINALLY PUNCHED CONTINUOUS FORMS

U.S. Government Printing Office

A program held in January on 3 successive days from 9 a.m. to 4 p.m. at the U.S. Government Printing Office, North Capitol and H Streets, Washington, D.C. 20401.

Description

The class will study the Contract for Marginally Punched Continuous Forms and will cover such topics as: (a) Who must and who may use the contract; (b) Which orders fit the contract; (c) How to use GPO Form 1026a; (d) How to place orders; (e) Planning within printing limitations; (f) General do's and don'ts. Training techniques will include lectures, question and answer periods, workshop practices, and a limited tour of the plant.

Who May Attend

The course is conducted for authorized personnel engaged in the preparation of specifications, pricing, and procurement of forms under the Contract for Marginally Punched Continuous Forms.

How To Make Nominations

Nominations are to be made by letter to Mr. Daniel H. Campbell, Director of Purchases, Room C814, U.S. Government Printing Office, Washington, D.C. 20401. Nominations are to be made through the agency's training or personnel officer and include the department or bureau, nominee's name, title, and grade. The telephone number of the person to be notified of acceptance is also requested. Nominees will be accepted in the order in which they are received. Notification by telephone as to acceptance and specific dates will be made at least two weeks prior to the start of each program.

Other Information

There is no cost to agencies. Each program will be limited to about 50 persons. It is suggested that all who register attend all sessions. Further information may be obtained by calling the Assistant Chief, Specifications Section. Telephone: Area code 202, 541–3351 (Government dial code 149), extension 351.

TD–01–SPP

NATIONAL AIRCRAFT ACCIDENT INVESTIGATION SCHOOL

Department of Transportation—
National Transportation Safety Board

A variety of courses to be held throughout 1968–69 at the National Aircraft Accident Investigation School (NAAIS) Oklahoma City, Okla.

Description

The NAAIS offers a variety of courses related to aircraft accident investigation techniques and methodology.

Who May Attend

Courses at the NAAIS are intended primarily for representatives of U.S. civilian and military agencies and foreign governments, who have a statutory responsibility for aircraft accident investigation. Personnel from other agencies may be considered for these courses on a space-available basis.

How To Make Nominations

Information on course offerings, eligibility for courses, and cost may be obtained by writing to: The Dean, National Aircraft Accident Investigation School, FAA Aeronautical Center, Oklahoma City, Okla. 73101.

TD–02–SPP

FAA BASIC INVESTIGATION COURSE

The Brookings Institution

A 2-week (90-hour) course, meeting Monday through Friday 8:30 a.m. to 5:30 p.m., with several evening sessions. Specific dates to be announced later. It will be given at the Brookings Institution, 1775 Massachusetts Avenue NW.

Description

Objectives are to develop broad understanding of investigation functions by reviewing fundamentals of obtaining information and examining the elements of the investigative process; to develop appreciation of basic principles of human relations toward getting cooperative witnesses; to develop skill in interviewing for complete testimony and in evaluating statements as evidence; and to improve inspector conduct and decorum. Course content includes the elements of the investigator's job, understanding individual behavior and person-to-person communications in investigations, the art of asking questions, writing and thinking through reports, dynamics of group behavior, problem solving for investigators getting cooperative witnesses, techniques of investigation, acceptable and admissible evidence, public appearances in court or hearings, investigation report analysis and practice. The training methods include lecture, discussion, cases, role playing, problem solving, and investigation skill practice. Instruction is given by FAA staff, other Government agencies, Department of Agriculture Graduate School, private contractors and university professors from George Washington University and Temple University.

Who May Attend

Investigators at GS–11 and above who have at least 1 year of work experience in non-personnel-type investigation, fact-finding or evaluation functions, on a space-available basis. Trainees must be released from duty for full-time study.

How To Make Nominations

Address the Chief, Training Division, Federal Aviation Administration, Washington, D.C. Informal arrangement should be made first by telephone to Mr. Bott, extension 27831.

Other Information

Approximate cost: $150 per participant.

GS–91.05–SUP

SHIPPING HOUSEHOLD GOODS

General Services Administration

A 1-day course scheduled periodically in Washington, D.C., and other centers of Federal population.

Description

The program is designed to assist Federal agencies in: (1) Obtaining more advantageous rates for shipping household goods, (2) providing authoritative information about what alternatives are available and what allowances are authorized for employees being transferred, (3) aiding employees in selection of carriers, (4) safeguarding employees from unnecessary costs in shipping household goods, and (5) providing guidance for employees in preparing for movement of household goods.

Among the topics to be discussed are: the "commuted rate" system versus the use of Government bills of lading, carrier rates and services, entitlements of individuals, common problem areas, and questions and answers in GSA's pamphlet "Shipping Your Household Goods."

Who May Attend

This course is open to administrative, fiscal, and transportation personnel of any agency whose duties involve the movement of employee's household goods.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Interagency Training Staff, General Services Administration, 18th and F Streets NW., Washington, D.C. 20405, using Optional Form 37, Nomination-Registration for Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 343–7681, or code 183, extension 7681.

GS–91.07–SPP

FREIGHT LOSS AND DAMAGE CLAIMS

General Services Administration

A 1-day course scheduled periodically in Washington, D.C., and other centers of Federal population or at agency's site if desired.

Description

The course is designed to assist Federal agencies in the processing of claims against carriers for loss and damage to Government property during shipment. It will help agencies take precautionary steps to prevent loss and damage to their shipments.

The following points will be highlighted: prevention of loss and damage; liability of shipper and carrier; consignee's certificate of delivery; report of loss, damage, or shrinkage, measure of loss and damage; and step-by-step claims procedure.

Who May Attend

This course is open to all Federal employees who are responsible for the handling and processing of loss and damage claims. It is also open to employees who are concerned with the shipping and receiving of Government property in safe condition.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Interagency Training Staff, General Services Administration, 18th and F Streets NW., Washington, D.C. 20405, using Optional Form 37, Nomination-Registration for Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information concerning this course by calling area code 202, 343–7681, or code 183, extension 7681.

GS–91.09–SPP

OCEAN TRANSPORTATION

General Services Administration

A 1-day course offered periodically in Washington, D.C., and other centers of Federal population.

Description

This course is designed to increase effectiveness and economy in the international procurement and transportation programs of Federal agencies by presenting and discussing means of: coordinating procurement functions more closely with those of transportation; promoting a broader understanding of ocean transportation procedures; investigating costs via all modes, or combinations of modes, of transportation; and providing for most effective terms of delivery in contracts. Topics to be discussed are: the materials procurement stage; the preliminary shipping stage; transportation to port, the port activity stage; export shipments; import shipments; cross trades shipments; cargo conference; foreign freight forwarded; and ship chartering.

Who May Attend

The course is open to administrative, supervisory, and operations personnel whose duties involve the procurement and transportation of materials for delivery to overseas destinations.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Interagency Training Staff, General Services Administration, 18th and F Streets NW., Washington, D.C. 20405, using Optional Form 37, Nomination-Registration for Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information concerning this course by calling area code 202, 343–7681, or code 183, extension 7681.

GS–91.11–SUP

FREIGHT RATES AND TARIFFS

General Services Administration

A 1-day course scheduled periodically in Washington, D.C., and other centers of Federal population.

Description

This course is designed to broaden the transportation and traffic management capabilities of Federal agencies by: providing information and guidance regarding the availability and use of GSA's tariff library facilities in obtaining more economical transportation services; reviewing the pricing structure of the transportation carriers of the United States; and exploring the benefits to be derived from proper application of rates, routings, and other transportation data in carrier's tariffs. Discussion will include the following topics: freight rates, carrier tariffs, rate tenders to the government, accessorial services, specialized services, transit arrangements, and regulatory provisions.

Who May Attend

This course is open to administrative, supervisory, and operational personnel whose duties in full or in part involve freight transportation activities.

How To Make Nominations

Nominations should be submitted through agency employee development offiers to the Interagency Training Staff, General Services Administration, 18th and F Streets NW., Washington, D.C. 20405, using Optional Form 37, Nomination-Registration for Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 343–7681, or code 183, extension 7681.

GS–91.14–SPP

PASSENGER TRAVEL CONFERENCE

General Services Administration

A 2-day course scheduled periodically in Washington, D.C., and other centers of Federal population or at Agency's site if desired.

Description

The conference will assist Federal agencies to evaluate their transportation activities on a total cost concept and reduce costs by taking into account all relevant factors, such as: schedules, fares, per diem, loss of productive time, as well as the comfort and net effectiveness of traveler. It will also enable agencies to evaluate the benefits of passenger traffic management techniques applied to agency programs including centralized travel services.

Who May Attend

The conference is open to civilian agency personnel who (1) supervise travel activities (2) approve, authorize or arrange travel and (3) formulate or develop travel procedures.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Interagency Training Staff, General Services Administration, 18th and F Streets NW., Washington, D.C. 20405, using Optional Form 37, Nomination-Registration for Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 343–7681, or code 183, extension 7681.

GS–72.01–SPP

SPACE PLANNING AND LAYOUT

General Services Administration

A 5-day course offered in Washington, D.C., and other centers of Federal population.

Description

This course will assist agencies to: improve utilization of office space; formulate criteria for office layout and for evaluation of space utilization; develop layouts which conform to and complement work flow requirements.

This course will cover: what is space planning, why is space planning necessary, when should space planning and layout be done, who is responsible for space planning, and how is it accomplished. Approximately one-half the course involves practical application during workshop sessions.

Who May Attend

This course is designed primarily for space planning and layout technicians and their supervisors. It will provide: The potential space planner with sufficient knowledge and skill to assume limited assignments; the informed space planner with skills to increase his capabilities; and the qualified space planner with a refresher experience dealing with current topics. This course will also provide basic technical knowledge to management officials and office managers having special problems or projects in the space planning and layout field.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Interagency Training Staff, General Services Administration, 18th and F Streets NW., Washington, D.C. 20405, using Optional Form 37, Nomination-Registration for Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 343-7681, or code 183, extension 7681.

GS-73.02-TRC

ELEVATOR MAINTENANCE AND REPAIR PROGRAM

General Services Administration

A program comprised of four separate courses of 15 3-hour sessions each, offered only in Washington, D.C.

Description

The increased use of electronic gear in equipment installed in modern buildings has created a need for constant upgrading of occupational skills of personnel involved in building management and operation.

The Elevator Maintenance and Repair Program is designed to help meet this need by providing up-to-date information and instruction in the various phases of elevator maintenance and repair.

The four courses are as follows:

Principles of Electricity—covers fundamentals of electricity, simple electrical circuits, series and parallel circuits, Ohm's law, DC compound and bridge circuits, magnets and electromagnets, alternating currents, inductance, electrical indicating instruments, and schematic wiring diagrams and symbols.

Motors and Generators—covers theory and operation of AC and DC motors, and AC and DC generators, DC power supplies, magnetic amplifiers, and transformers. It also includes study of schematic wiring diagrams, use of meters, and troubleshooting techniques.

Controls circuitry and Sequence—covers electronic control units, electronic components and symbols, control and dispatch troubles, approach to troubles and leveling operation.

Controls, Servicing, and Adjustments—covers DC motor controls counterbalancing of elevators, Ward-Leonard systems variations, loop circuit characteristics, generator compounding, suicide circuits, and principles of generator loop circuits and controls.

Who May Attend

This program is designed for elevator repairmen, supervisors of elevator operations, electricians, and others whose trades require electrical qualifications.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Interagency Training Staff, General Services Administration, 18th and F Streets NW., Washington, D.C. 20405, using Optional Form 37, Nomination-Registration for Training.

Other Information

Separate enrollment is necessary for each course in the program. Non-GSA personnel are admitted when space is available. It is preferred that participants take each of the four courses in turn. Exceptions can be made to allow qualified personnel to take single phases. There is no cost to agencies. Additional information may be obtained by calling area code 202, 343-7681, or code 183, extension 7681.

GS–73.01–TRC

REFRIGERATION AND AIRCONDITIONING

General Services Administration

A 4-week course offered periodically at the GSA Regional Office Building, Seventh and D Streets SW., Washington, D.C.

Description

This course is designed to assist in: improving the effectiveness and economy of operations of refrigeration and airconditioning equipment and systems in Federal buildings; maintaining environmental conditions necessary for employee work efficiency, and for preservation of supplies and the operation of ADP or other equipment which is sensitive to humidity and temperature changes; reducing hazards in handling refrigerants and in operating and repairing equipment.

Among the topics to be covered are: Principles of heat, energy, states of matter, pressure-temperature relationships, heat computations, electricity and magnetism; refrigeration processes and cycle, and operation and maintenance of system and components; properties, handling and centrifugal and reciprocating compressors, piping, fittings, joints, motors, starters, controls, protection devices, etc.; cooling loads, air properties, air flow and measurements, and psychometric charts; and computations of heat and refrigeration demand and capacity. In addition, demonstrations and practice sessions are provided on various aspects of operation and repair including: Brazing, flaring and retubing; dismantling and reassembling reciprocating compressors; centrifugal pumps; thermostatic expansion valves; window units and evaporative cooling systems; air measurement and distribution, fan characteristics; induction units, pumps; and electricity and control boards.

An extensively equipped shop is available for practice and demonstration sessions, which comprise approximately one-half of the course time.

Who May Attend

The course is designed for operating engineers and refrigeration and air-conditioning mechanics in all agencies with basic trade familiarity and skills. It serves to broaden knowledge and improve skills of these personnel, as needed, in the basic principles and practical operation and repair of various systems, components, and types of equipment. Nominees should have completed the eighth grade and have sound arithmetical knowledge.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Interagency Training Staff, General Services Administration, 18th and F Streets NW, Washington, D.C. 20405, using Optional Form 37, Nomination-Registration for Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information concerning this course by calling area code 202, 343–7681, or code 183, extension 7681.

GS–73.03–TRC

NATIONAL ELECTRICAL CODE

General Services Administration

A course of 12 2-hour sessions held 2 evenings per week for 6 weeks. Scheduled as needed, in Washington, D.C., only.

Description

The coure is designed to study and interpret the requirements of the National Electrical Code and apply these requirements to the management of Federal Buildings, in order to promote safer conditions for personnel and equipment, and to reduce the danger of fire from electrical sources. The course consists of twelve 2-hour evening sessions of presentations and roundtable discussions of the application of the National Electrical Code. The topics covered include those recommended in the National Electrical Code. Some of the topics to be covered are as follows: (1) wiring design and protection; (2) wiring methods and materials; (3) equipment for general use; (4) special occupancies and equipment; (5) special conditions; and (6) communications systems.

Who May Attend

This course is open to electrician foremen and journeyman level electricians in ALL agencies of the Federal Government. Buildings managers and their assistants are also eligible to attend to familiarize them with the requirements of the National Electrical Code.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Interagency Training Staff, General Services Administration, 18th and F Streets NW., Washington, DC. 20405, using Optional Form 37, Nomination-Registration for Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information concerning this course by calling area code 202, 343–7681, or code 183, extension 7681.

GS–81.01–TRC

TELEPHONE EQUIPMENT MANAGEMENT

General Services Administration

A GSA office program conducted in the GSA Regional Office cities or at other agency's site if appropriate. Duration of course is 3 days.

Description

This program covers types, uses and operation of telephone station equipment, methods of conducting equipment and utilization surveys, management of telephone systems, economic value of service and techniques used in the evaluation of telephone equipment needs.

Who May Attend

Employees of other agencies responsible for the procurement or provision of telephone services to the agency. These employees should have the following qualifications: ability to receive semi-technical training, ability to analyze data and relate it to equipment capabilities, some basic knowledge of telephone instrument functions and capabilities, a basic knowledge of communications facilities procurement and analysis, ability to make decisions and mature judgment.

How To Make Nominations

Nomination should be submitted through agency employee development officers to the Interagency Training Staff, General Services Administration, 18th and F Streets, NW., Washington, DC. 20405, using Optional Form 37, Nomination-Registration for Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 343–7681, or code 183, extension 7681.

PUBLIC UTILITIES SERVICE MANAGEMENT

General Services Administration

A 3-day course scheduled periodically in Washington, D.C., and other centers of Federal population.

Description

The course is designed to aid Federal agencies in: ensuring the economical use of public utilities service systems; minimizing operational and maintenance problems by more efficient utilization of public utilities service systems; reducing utilities service requirements for raw materials storage, parts inventory, and personnel; and implementing a conservation program based on wise use of electricity, water, gas, steam, airconditioning, and sewage, garbage and refuse disposal services. Lecture, conference, and problem-solving exercises will be used to explore the following topics: Analysis of the public utilities contracts and billings; electrical distribution systems; load scheduling; facilities power requirements in demand and energy; water distribution systems and leak surveys; sewage collection systems and infiltration surveys; and work area heating, cooling, and ventilating requirements.

Who May Attend

This course is open to plant engineers, plant and/or building superintendents, buildings managers and other supervisors of any agency with responsibility for installation, operation, and maintenance of utilities service.

It is also open to officials eligible for the Executive Seminar, Public Utilities Service Procurement, who are interested in broadening their understanding of operational practices.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Interagency Training Staff, General Services Administration, 18th and F Streets NW., Washington, D.C. 20405, using Optional Form 37, Nomination-Registration for Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 343–7681, or code 183, 7681.

GS-88.01-SUP

PUBLIC UTILITIES SERVICE PROCUREMENT

General Services Administration

A 3-day seminar scheduled periodically in Washington, D.C., and other centers of Federal population.

Description

The seminar is designed to aid Federal agencies in their procurement and management of public utilities service contracts by: Providing guidelines for the negotiation, preparation, and administration of contracts; ensuring that services are obtained under terms and conditions most favorable to the agencies; establishing uniformity of standards for public utilities service procurement policy and procedures among Federal agencies; and facilitating contract preparation through provision of standard terms, conditions, nomenclature, and technical and special provisions.

Among the topics to be discussed are: Identification of requirements for public utilities service brought about by new construction, reconstruction, change in mission, or change in fuel; determination of type, quantity, quality and nomenclature of required public utilities service needs; the development of technical specifications and special provisions applicable to public utilities service requirements; analysis and selection of possible sources of supply; the operating procedures leading to and culminating with the contract negotiation; the preparation of public utilities service specifications and execution of the contract; and contract administration.

Who May Attend

This seminar is open to procurement officers, contracting officers, contract administrators, and other personnel engaged in the procurement, preparation, and administration of public utilities service contracts.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Interagency Training Staff, General Services Administration, 18th and F Streets NW., Washington, D.C. 20405, using Optional Form 37, Nomination-Registration for Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 343-7681, or code 183, extension 7681.

TD–03–SPP

URBAN TRAVEL FORECASTING COURSE

Department of Transportation

A 2-week course offered three times a year, tentatively scheduled for October 1968, January 1969, and May 1969, Rm. 628, Bureau of Public Roads, 1717 H Street NW.

Description

The course is designed to impart a working knowledge of selected urban travel forecasting techniques and procedures. These techniques and procedures are presented through a series of lectures and workshop sessions set in a framework of the urban transportation planning process. Included in the presentation are such items as traffic assignment, travel forecasting (including mass transit), trip generation, trip distribution and network evaluation as well as an introduction to economic, population and land use analyses.

Who May Attend

Persons who are closely connected with transportation planning.

How To Make Nominations

Nominations should be made by phone to Mrs. Janice M. Stout, WOrth 7–3803, or code 189, extension 3803.

Other Information

There is no cost for the course. All necessary instructional materials are provided.

Department of Commerce

The National Bureau of Standards Graduate School offers a number of courses (during the workday) in the physical sciences and kindred fields during the academic year 1968–69. The employee development activities planned by the National Bureau of Standards range over the spectrum of scientific disciplines and educational levels.

Although the courses offered during the workday are designed primarily to improve the skills and knowledge of staff members, approximately 10 percent of the total registration can be given over to employees of other Government agencies.

Inquiries concerning the courses to be offered this fall should be directed to Mrs. Virginia Maxwell, Registrar, Graduate School of the National Bureau of Standards, code 164, extension 3497. Agencies may be asked to reimburse the National Bureau of Standards for all or a portion of the cost of this training.

Specific courses will be listed in the Interagency Training Programs Monthly Calendar when they are formalized.

FAA ACADEMY

Department of Transportation
Federal Aviation Administration

A variety of courses to be held throughout 1968–69 at the Federal Aviation Administration Academy, Oklahoma City, Okla.

Description

The FAA Academy conducts a wide variety of technical training courses in the areas of Air Traffic, Electronics, and Flight Standards. In addition, the Academy offers courses in Instructor Training, on-the-job Training Techniques, Visual Communications, Curriculum Development, and Training Evaluation Techniques.

Who May Attend

Courses at the FAA Academy are designed primarily for FAA employees; however, any agency with a need for this type of training may obtain spaces in Academy courses on an as-available basis.

How To Make Nominations

Information on course offerings, eligibility for courses, and cost may be obtained by writing to: FAA Academy, code AC–900, FAA Aeronautical Center, P.O. Box 25082, Oklahoma City, Okla. 73125.

Health and Safety Services

Safety and Protection

GS–37.03–SFP

DEFENSIVE DRIVING TECHNIQUES

General Services Administration

A 2-day course for all drivers of Government motor vehicles, offered in Washington, D.C., and other centers of Federal population.

Description

The course is designed to assist Federal agencies in discharging their responsibilities under the President's program of accident-reduction. The Defensive Driving Techniques course aims to produce accident-free drivers.

It will emphasize the principle that all accidents are caused and that the driver's way of thinking is an important factor in producing accidents. The role of the driver, the vehicle, and road conditions will be explored. Driving will be analyzed as an interplay between how the driver sees a situation, how he attempts to use a vehicle, and how he tends to react.

Specifically, the course will teach drivers of Government motor vehicles to: Recognize the significance of motor vehicle operation of various road, traffic, and weather conditions; recognize and allow for the effects of various influences on driver behavior, such as fatigue, stress, personal irritations, and events of daily life; acquire skills of smooth vehicle operations; and perform the safety countdown on the equipment checkpoints.

Among the topics discussed are: Using all the human senses; the meaning of the phrase: "Full time and attention to driving"; driving according to conditions; sensing potential driving hazards; anticipating driver behavior on the road; actions to avoid involvement in accidents; vehicle tire hydroplanning; braking techniques; and stopping distances and speed as related to conditions.

Content will be adapted to meet the needs of individual participants and of the locality in which the class is taught.

Through the use of lecture, class discussions, quizzes, and films, participants will be encouraged to relate their personal interests and driving problems to information, principles, and guidelines for safe vehicle operation.

Who May Attend

Agencies may nominate any holder of a valid SF–46 (U.S. Government Motor Vehicle Operators Identification Card). Date of expiration of card should be shown in block number 16 on Optional Form 37, Nomination-Registration Card for Training.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Interagency Training Staff, General Services Administration, 18th and F Streets NW., Washington, D.C. 20405, using Optional Form 37, Nomination-Registration for Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information by calling area code 202, 343–7681, or code 183, extension 7681.

GS–75.01–SFP

GUARD TRAINING

General Services Administration

A 64-hour training course conducted at the GSA Guard Training School, Tariff Building, Seventh and F Streets, NW., Washington, D.C. Scheduled as needed.

Description

This course is designed to assist Federal agencies in achieving maximum guard force capability. Through this training, the participants increase awareness of their responsibilities as guards. They become more familiar with standard procedures and approved customs, and acquire the knowledge and skills necessary to accomplish their duties in a confident and effective manner.

The topics to be covered are: General duties, rules, and regulations; legal instructions; arrest procedures; control center operations; use of the pistol; report writing; traffic control; safe operation of elevators; safety and accident prevention; public relations; first aid; and firefighting and fire prevention.

Demonstrations and practice sessions are provided in: Arrest procedures (including attendance at D.C. Police Court); operating elevators; basic firefighting (using the fire vault); safe handling and use of the pistol, including qualification firing; and the standard first aid course as outlined by the American Red Cross (guards who qualify will be eligible to receive the standard first aid card). Team work is given emphasis along with individual skills and performance.

Who May Attend

This course is open to guards or employees of all Federal agencies whose duties require a thorough knowledge of protection activities.

How To Make Nominations

Nominations should be submitted through agency employee development officers to the Interagency Training Staff, General Services Administration, 18th and F Streets, NW., Washington, D.C. 20405, using Optional Form 37, Nomination-Registration for Training.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information concerning this course by calling area code 202, 343–7681, or code 183, extension 7681.

DI–07–SFP

OFF-THE-JOB SAFETY PROGRAM AND INTEREST AREAS

A 1-day seminar program presented at the requesting agency.

Description

A discussion participation seminar program designed to explore the extent of the accident problems in the nonwork environment and to detail various approaches and methods to reduce off-the-job accidents. Emphasis is placed on: (1) the reduction of accidents associated with personal transportation; (2) the awareness and removal of potential hazards encountered in and around the home; (3) the safe enjoyment of leisure and recreation activities. The objective of this seminar is to provide practical program orientation and methodology for use by supervisory and safety personnel.

Who May Attend

The seminar program is designed for all personnel with safety or supervisory responsibility and is open to all agencies and groups.

How To Make Nominations

The seminar program can be obtained by request to the Accident Prevention Division, D.C. Department of Public Health, 801 North Capitol Street NE., Washington, D.C. 20002, Telephone: 629–3052 (IDS code 137–3052).

Other Information

This program is provided free of charge to any agency or group. Transportation and expenses are requested from agencies outside of the Metropolitan Washington area. The course is best presented to groups of approximately 20 persons, and in facilities equipped for use of visual aids and practical demonstrations. Program length, topic concentration area and facilities can be individually arranged.

DI-08-SFP

CONSTRUCTION SAFETY

D.C. Industrial Safety Division

A 6-hour course held at 602 D Street NW., from 7-9 p.m., 1 night a week. Schedule arranged according to demand.

Description

This course is designed to acquaint construction workers, construction supervisors, construction inspectors, safety inspectors and others with the basic requirements for safety codes and standard compliance within the District of Columbia. Emphasis is given to the interpretation and application of the D.C. Construction Safety Code and other applicable safety codes.

Who May Attend

The course is open to all personnel working in the construction field and to safety inspectors or safety officers.

How To Make Nominations

Write to the Director of Industrial Safety, D.C. Minimum Wage and Industrial Safety Board, 602 D Street NW., Washington, D.C. 20004.

Other Information

Tuition is free. Further information may be obtained by calling 629-4566, or code 137, extension 4566.

DJ–03–SFP

SUPERVISORY SAFETY CLASSES

Bureau of Prisons, Department of Justice

A 30-hour program scheduled periodically at the U.S. Penitentiary, Lewisburg, Pa., and at the Federal Reformatory, Petersburg, Va.

Description

This course is designed to provide a broad coverage of current practices in supervisory safety responsibilities. It covers safety organization, safety administration, and control of mechanical and physical hazards in living quarters and industrial settings. It is presented by instructors from the Department of Labor.

Who May Attend

Limited space is available for other agency supervisory personnel who can attend this training at either of the institutions listed above.

How To Make Nominations

Nominations should be made on Optional Form 37 and mailed to Chief, Manpower Development Section, Bureau of Prisons, Room 400, 101 Indiana Avenue NW., ZIP 20537 (Stop 305–B).

Other Information

Information may be obtained by telephoning RE 7–8200, extension 2275, code 187.

DL–02–SFP

SAFETY TRAINING

Department of Labor

SAFETY courses and seminars are conducted in the field for supervisory personnel, collateral duty safety personnel, and union representatives. These courses are conducted by safety consultants of Regional Offices of the Office of Occupational Safety, Bureau of Labor Standards, U.S. Department of Labor.

Description

Training agenda is tailored to the needs of the requesting Field Federal Safety Council, from 6-hour seminars to a 30-hour course. Subjects relate to safety organization and administration, and to control of various mechanical and physical hazards. Subjects available include: Safety Responsibility, Safety Committees, Accident Causes, Inspection and Investigation, Layout and Housekeeping, Safeguarding Machinery, Personal Protective Equipment, Office Safety, Working Surfaces, Job Hazard Analysis.

Who May Attend

Employees of Federal agencies as nominated by their agencies to the Field Federal Safety Council.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to local Field Federal Safety Council which will transmit the request to the Regional Office, Bureau of Labor Standards, U.S. Department of Labor.

Other Information

No cost to agencies.

DL–01–SFP

SUPERVISORY SAFETY TRAINING

Potomac Area Chapter, Federal Safety Council

A minimum of four 2-day basic safety courses are conducted in Washington, D.C., annually by the Potomac Area Chapter in cooperation with the Bureau of Labor Standards, U.S. Department of Labor, and the Civil Service Commission.

Description

Designed to assist supervisors in carrying out the safety responsibilities involved in their jobs. The latest methods and approaches to accident prevention will be discussed and demonstrated with emphasis placed on those skills that can be carried back to the job by the participant. The course will include: Supervisory responibility for safety; communications; accident analysis and remedial actions; accident investigation and reports; inspection procedures; fire protection and prevention; motor vehicle safety; and hazard recognition.

Who May Attend

The course is designed for supervisory personnel who holds positions as first- and second-line supervisors. Typically, the nominees should direct the activities of subordinate supervisors and/or work groups. Within these guidelines, supervisors in grades GS–7 to 13 or equivalent should be nominated.

How To Make Nominations

Nominations should be submitted by authorized agency representatives to the Executive Secretary, Federal Safety Council, U.S. Department of Labor, Washington, D.C. 20210, using Optional Form 37.

Other Information

No cost to agencies. Specific dates and locations will be announced.

DI–01–SFP

CIVIL DEFENSE MANAGEMENT

D.C. Office of Civil Defense

A 5-day course at Howard University, 2400 6th Street NW.

Description

This course is designed to train Civil Defense Officials in planning, organizing, and managing a total Civil Defense Program with emphasis on the Community Fallout Shelter Program and its relationship to the complete community civil defense effort.

Who May Attend

This course is primarily for Department Heads and Key Staff Members or other persons having direct supervision of a segment of civil defense in government.

How To Make Nominations

Nominations may be made to the Director, District of Columbia Office of Civil Defense, 4820 Howard Street NW. Washington, D. C. 20016. Agencies and individuals concerned will be given early notification of approved nominees. Nominations will be made by Heads of Departments, Agencies, Divisions, Branches, or Sections.

Other Information

There is no cost for this training to the student or to the agency. Further information may be obtained by calling 629–7344, or code 137, extension 7344.

DI–02–SFP

PERSONAL AND FAMILY SURVIVAL

D.C. Board of Education

Civil Defense Adult Education

Description

This program is designed to give adult citizens a basic understanding of Civil Defense and the action they must take to fulfill their individual, family, and community responsibilities for defense. It is a 12-hour course that stresses the nature of and the need for Civil Defense, the nature nuclear warfare, principles of protection, the shelter program, and the individual's community civil defense responsibility.

Who May Attend

This course is offered to all interested personnel in all of the agencies.

How To Make Nominations

Nominations may be made to the Coordinator, Civil Defense Adult Education, 4820 Howard Street NW., Washington, D.C. 20016. Agencies and individuals concerned will be given early notification when course will commence.

Other Information

There is no cost for this training to the student or to the agency. Classes will be held within the agency when scheduled and number of sessions until the completion of 12 hours of instructions may be arranged by the agency. Further information may be obtained by calling 629–2644, or code 137, extension 2644.

DI–03–SFP

RADIOLOGICAL DEFENSE OFFICER

D.C. Office of Civil Defense

A 5-day course at Howard University, 2400 6th Street NW.

Description

This course is designed to qualify Radiological Defense Operations staff members in assembling, evaluating, coordinating, and disseminating radiological intelligence that will enable them to provide: (1) technical guidance in radiological defense planning and operations: and (2) on-the-job staff training. The course includes instruction on the national radiological defense program, radiological countermeasures, reporting and control center procedures, and post-attack recovery measures including decontamination. Practical experience is given in the application of these concepts to emergency operations.

Who May Attend

This course is offered to personnel of all agencies who have a current or projected assignment as a Radiological Defense Officer or as a member of a radiological defense operations staff and have completed the Radiological Monitoring for Instructors Course.

How To Make Nominations

Nominations may be made to the Director, District of Columbia Office of Civil Defense, 4820 Howard Street NW., Washington, D.C. 20016. Agencies and individuals concerned will be given early notification of approved nominees. Nominations will be made by Heads of Departments, Agencies, Divisions, Branches, or Sections.

Other Information

There is no cost for this training to the student or to the agency. Further information may be obtained by calling 629–7344, or code 137, extension 7344.

DI–04–SFP

RADIOLOGICAL MONITOR

D.C. Office of Civil Defense

A 2-day course at Howard University, 2400 6th Street NW.

Description

This 16-hour course is designed to provide trained monitors for Civil Defense Operation. The Radiological Monitors Course includes monitoring techniques, instrumentation familiarization, methods of decontamination, planning of individual and group protection, and the symptoms and treatment of radiation injury. In addition to the classroom curricula, the persons in training receive practical experience in the use of radiological instruments, monitoring of personnel and areas, and reading and calculating amounts of radiation.

Who May Attend

This course is offered to personnel of all agencies who have a current or indicated future assignment as a Radiological Monitor.

How To Make Nominations

Nominations may be made to the Director, District of Columbia Office of Civil Defense, 4820 Howard Street NW., Washington, D.C. 20016. Agencies and individuals concerned will be given early notification of approved nominees. Nominations will be made by Heads of Departments, Agencies, Divisions, Branches, or Sections.

Other Information

There is no cost for this training to the student or to the agency. Further information may be obtained by calling 629–7344, or code 137, extension 7344.

DI–05–SFP

RADIOLOGICAL MONITORING FOR INSTRUCTORS

D.C. Office of Civil Defense

A 5-day course at Howard University, 2400 6th Street NW.

Description

This course is designed to qualify selected individuals as Radiological Monitor Instructors, to provide the technical background necessary for advanced training as Radiological Defense Officers, and to provide technical training for other personnel whose assignments require extensive knowledge of Radiological Defense. The course covers basic concepts of nuclear science and nuclear weapons effects, types and operation of radiological defense equipment, and practical experience in using this equipment in radiation areas, formation, decay, and forecasting of radioactive fallout, protection against fallout, source handling techniques, and monitoring operations.

Who May Attend

This course is offered to personnel of all agencies who have a current or future assignment as a monitor, instructor, or radiological defense officer.

How To Make Nominations

Nominations may be made to the Director, District of Columbia Office of Civil Defense, 4820 Howard Street NW., Washington, D.C. 20016.

Agencies and individuals concerned will be given early notification of approved nominees. Nominations will be made by Heads of Departments, Agencies, Divisions, Branches or Sections.

Other Information

There is no cost for this training to the student or to the agency. Further information may be obtained by calling 629–7344, or code 137, extension 7344.

DI–06–SFP

SHELTER MANAGEMENT

D.C. Office of Civil Defense

A 2-day course at Howard University, 2400 6th Street NW.

Description

This course is designed to provide background information required for the Management of Fallout Shelters and to develop in Shelters Managers and their Staff the ability to carry out, effectively, their responsibilities and duties. It further provides instruction in nuclear weapon effects and protective measures, the national shelter program, shelter living, organization and staff requirements, supplies and equipment, shelter entry, operations and emergence from shelter.

Who May Attend

This course is offered to personnel of all agencies who have a current or indicated future assignment as a Shelter Manager or on the Shelter Manager's Staff.

How To Make Nominations

Nominations may be made to the Director, District of Columbia Office of Civil Defense, 4820 Howard Street NW., Washington, D.C. 20016. Agencies and individuals concerned will be given early notification of approved nominees. Nominations will be made by Heads of Departments, Agencies, Divisions, Branches, or Sections.

Other Information

There is no cost for this training to the student or to the agency. Further information may be obtained by calling 629–7344, or code 137, extension 7344.

Public Health Instruction and Services

IN–01–HIS

FIRST AID

U.S. Department of the Interior, Bureau of Mines

A course consisting of five 2-hour sessions to be held in September at the U.S. Department of the Interior, 18th and C Streets NW., Washington, D.C.

Description

The Bureau of Mines First Aid Course is designed to train persons to administer first aid when emergencies arise and thereby save lives and reduce suffering from injuries. The basic course includes lectures, demonstrations, and practice covering artificial respiration, control of bleeding, physical shock, wounds and dressing, burns, fractures and dislocations, and handling and transporting of the injured. Those who complete the training will be issued Bureau of Mines First Aid Cards.

Who May Attend

Although the course is primarily conducted for Bureau of Mines employees, approximately 20 spaces will be made available to other Government agencies.

How To Make Nominations

Agencies should make nominations by letter to the Branch of Employee Relations and Development, Division of Personnel, Bureau of Mines, Room 2614, U.S. Department of the Interior, Washington, D.C. 20240.

Other Information

This training is offered at no cost to agencies. Further information may be obtained from the Branch of Employee Relations and Development, 343–5489, or code 183, extension 5489.

HE–01–HIS

FOOD AND DRUG LAW

Food and Drug Administration

A 5½-day course conducted quarterly in Washington, D.C., and District offices.

Description

This course is designed primarily for Food and Drug Administration supervisory personnel to provide formal training in the intricacies of the Food, Drug and Cosmetic Act and regulations. The program includes an in depth study of the Act, its history and provisions, other related laws, FDA philosophy of enforcement and court procedures.

Who May Attend

Other agency personnel who are in positions which require a working knowledge of the Food, Drug and Cosmetic Act may apply for this course.

How To Make Nominations

Nominations should be made by letter to the Chief, Training Branch (CA–470), U.S. Food and Drug Administration, 200 C Street SW., Washington, D.C. 20204.

Other Information

No cost to agencies. Specific dates and locations will be announced. Agencies may obtain additional information by calling Training Branch, Food and Drug Administration, area code 703, 557–2191, or code 161, extension 2191.

DI–01–HIS

MEDICAL SELF-HELP TRAINING PROGRAM

Description

The Medical Self-Help Training Program is designed to teach you what to do in an emergency when the services of a physician or allied health personnel are not available. Sixteen hours of class are required to complete the course. The subjects included are as follows: Radioactive Fallout and Shelter, Healthful Living in Emergencies, Artificial Respiration, Bleeding and Bandaging, Shock, Burns, Fractures and Splinting, Transporation of the Sick and Injured, Nursing Care of the Sick and Injured, Infant and Child Care and Emergency Childbirth.

In addition to lectures by trained instructors, technicolor 16mm films and slides, the course includes practical demonstrations. Upon successful completion of this course, a certificate will be awarded.

Who May Attend

All Federal and District employees may be nominated for this course regardless of grade, agency or position.

How To Make Nominations

CSC nomination cards should be submitted by authorized agency representatives to the Chief, Training Section, D.C. Department of Public Health, Washington, D.C., by April 22, 1968.

Other Information

The course is open to all without charge.

DI-02-HIS

COURSE IN TUBERCULOSIS CONTROL

Description

This course is designed to explore the tuberculosis problem in the District of Columbia with reference to other urban centers. Emphasis will be put on: (1) Socioeconomic factors; (2) Detection methods; (3) Prevention and treatment; (4) Follow-up and epidemiology; and (5) Problems of tuberculosis control.

Who May Attend

This course is primarily for employees of the Government of the District of Columbia; however, if space permits, qualified employees of other agencies will be accepted.

How To Make Nominations

Nominations should be submitted to the Chief, Training Section, Department of Public Health, District of Columbia, Telephone: 629-4253, 601 Indiana Avenue NW., Room 303.

Other Information

Interested agencies will be informed of the schedule. This course is offered at no charge to participants.

DI–03–HIS

PROFESSIONS DISASTER TRAINING SEMINAR

Description

The Professions Disaster Training Seminar has been arranged for persons with significant medical responsibilities for maintaining the health of the community during time of disaster. The seminar will include sessions dealing with:

Hospital Disaster Planning.
Medical Teamwork at the Disaster Site.
Emergency Communications.
Mass Feeding.

Developed as a part of the continuing program of the Division of Health Mobilization, D.C. Department of Public Health, the seminar is cosponsored by Washington area medical, dental, nursing, pharmaceutical, dietetic, and veterinary medical societies, as well as the Hospital Council of the National Capital Area, Inc., and the Health Facilities Planning Council for Metropolitan Washington, D.C.

Who May Attend

All Federal and District employees may be nominated for this course regardless of grade, agency or position.

How To Make Nominations

CSC nomination cards should be submitted by authorized agency representatives to the Chief, Training Section, D.C. Department of Public Health, Washington, D.C.

Other Information

The course is open to all without charge.

National Communicable Disease Center

BUREAU OF DISEASE PREVENTION AND ENVIRONMENTAL CONTROL

PUBLIC HEALTH SERVICE
DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

Description

The Public Health Service offers, at its National Communicable Disease Center, Atlanta, Ga., the following courses which are of interest to administrators, nurses, physicians, engineers, veterinarians, vector control specialists, sanitarians, and laboratory workers in public health, and to personnel in other fields of health. Some courses are introductory, others are advanced. All courses are designed to increase the competencies of health personnel. Courses given at locations other than Atlanta are indicated.

Title	*Date*
	1967
Communicable Disease Control—New Techniques and Developments	June 17-July 12.
Environmental Aspects of Communicable Disease Control	July 22-Aug. 16.
Clinical Management and Control of Tuberculosis (Denver, Colo.)	July 29-Aug. 9.
Laboratory Methods in General Medical Mycology	July 29-Aug. 23.
Clinical Management and Control of Tuberculosis (Rome, Ga.)	Aug. 19-30.
Microbiology of the Hospital Environment	Aug. 26-30.
	Sept. 9-13.
Control of Insects and Insect-Borne Diseases	Sept. 9-20.
Flourescent Antibody Methods in the Diagnosis of Syphilis	Sept. 9-20.
Principles and Bacterial Application of Flourescent Antibody Techniques	Sept. 16-27.
	1968
Principles and Practice of the Analytical Chemistry of Pesticides (Part 1. Review of the Chemistry of Pesticides and Ancillary Determinative Procedures) (Perrine, Fla.)	Sept. 16-27.
Preparation and Use of Training Aids	Sept. 23-27.
Basic Clinical Chemistry	Sept. 23-Oct. 4.
Clinical Management and Control of Tuberculosis (Rome, Ga.)	Sept. 23-Oct. 4.
Control of Rodents and Rodent-Borne Diseases	Sept. 23-Oct. 4.
Current Laboratory Methods in the Diagnosis of Syphilis	Sept. 23-Oct. 4.
Principles and Practice of the Analytical Chemistry of Pesticides (Part 2. Analytical Instrumentation) (Perrine, Fla.)	Sept. 29-Oct. 24.
Laboratory Methods in the Detection of Rabies	Sept. 30-Oct. 4.
Training for Instructors	Sept. 30-Oct. 4.
Veneral Disease Contact Interviewing (Los Angeles, Calif.)	Sept. 30-Oct. 4.
Human Blood Cell Morphology	Oct. 7-11.
Venereal Disease Contact Interviewing (Los Angeles, Calif.)	Oct. 7-11.
Principles of Complement Fixation (General)	Oct. 7-18.
Environmental Control in Health Care Facilities	Oct. 14-18.
Basic Laboratory Methods in Virology	Oct. 14-24.
Fluorescent Antibody Methods in the Diagnosis of Syphilis	Oct. 14-25.
Malaria	Oct. 14-25.
Clinical Management and Control of Tuberculosis (Denver, Colo.)	Oct. 21-Nov. 1.
Laboratory Methods in Anaerobic Bacteriology	Oct. 21-Nov. 1.

Title	*Date*
	1968
Laboratory Methods in Respirovirology	Oct. 25-31.
Principles and Practice of the Analytical Chemistry of Pesticides (Part 3. Pesticide Isolation Procedures) (Perrine, Fla.)	Oct. 27-Nov. 24.
Fluorescent Antibody and Culture Methods for Identification of *Neisseria gonorrhoeae*	Oct. 28-Nov. 8.
Laboratory Methods in Special Medical Bacteriology	Nov. 4-8.
Laboratory Tests in the Diagnosis of Pesticide Poisoning (Wenatchee, Wash.)	Nov. 5-6.
Administration in Environmental Health	Nov. 18-22.
Applied Epidemiology for Physicians	Nov. 18-22.
Control of Mosquitoes and Mosquito-Borne Diseases	Nov. 18-22.
Venereal Disease Contact Interviewing (Detroit, Mich.)	Nov. 18-22.
Venereal Disease Contact Interviewing (Los Angeles, Calif.)	Nov. 18-22.
Principles and Bacterial Application of Fluorescent Antibody Techniques	Dec. 2-13.
	1969
Identification and Biology of Arthropods of Public Health Importance	Jan. 6-17.
Isolation of Salmonellae from Food Products and Animal Feeds	Jan. 6-17.
Laboratory Methods in Medical Mycobacteriology	Jan. 6-17.
Epidemiology and Control of Vector-Borne Diseases	Jan. 20-24.
Principles of Epidemiology	Jan. 20-24.
Surveillance, Prevention, and Control of Hospital-Associated Infections	Jan. 27-31.
	1969
Venereal Disease Contact Interviewing (Los Angeles, Calif.)	Jan. 27-31.
Laboratory Diagnosis by Serologic Methods	Jan. 27-Feb. 7
Laboratory Methods in Medical Mycobacteriology	Jan. 27-Feb. 7.
Personal Skills Training	Feb. 3-7.
Venereal Disease Contact Interviewing (Detroit, Mich.)	Feb. 3-7.
Applied Epidemiology for Veterinarians	Feb. 10-14.
Laboratory Methods in Systemic Mycoses	Feb. 10-21.
Laboratory Methods in Arbovirology	Feb. 24-Mar. 7.
Leboratory Methods in General Medical Bacteriology	Feb. 24-Mar. 7.
Venereal Disease Contact Interviewing (Los Angeles, Calif.)	Mar. 3-7.
Fluorescent Antibody Methods in the Diagnosis of Syphilis	Mar. 3-14.
Arthropod-Borne Encephalitis	Mar. 10-14.
Microbiology of the Hospital Environment	Mar. 10-14.
Venereal Disease Contact Interviewing (Detroit, Mich.)	Mar. 10-14.
Epidemiology: Concepts and Methods	Mar. 10-28.
Infections Control in Hospitals and Institutions—Administrative	Mar. 12-14.
Isolation and Preliminary Identification of Enteric Bacteria	Mar. 17-21.
Current Laboratory Methods in the Diagnosis of Syphilis	Mar. 17-28.
Basic Laboratory Methods in Virology	Mar. 24-Apr. 3.
Laboratory Methods in Enteric Bacteriology	Mar. 24-Apr. 4.
Laboratory Methods in Enterovirology	Apr. 4-11.

Title	*Date* 1969
Laboratory Methods in Medical Mycology (Refresher)	Apr. 7-11.
Laboratory Methods in Medical Mycology (Advanced)	Apr. 14-18.
Fluorescent Antibody and Culture Methods for Identification of *Neisseria gonorrhoeae*	Apr. 14-25.
Laboratory Methods in Medical Parasitology (Part 1. Intestinal Parasites)	Apr. 14-May 9.
Control of Tick- and Mite-Borne Diseases	Apr. 21-25.
Principles and Practice of the Analytical Chemistry of Pesticides (Part 2. Analytical Instrumentation) (Perrine, Fla.) Ancillary Determinative Procedures) (Perrine, Fla.)	Apr. 21-May 2.
Fluorescent Antibody Methods in the Diagnosis of Syphilis	Apr. 28-May 9.
Principles of Epidemiology for Nurses	May 5-9.
Venereal Disease Contact Interviewing (Detroit, Mich.)	May 5-9.
Principles and Practice of the Analytical Chemistry of Pesticides (Part 2. Analytical Instrumentation) (Perrine, Fla.)	May 5-30.
Clinical Chemistry Instrumentation	May 12-23.
Laboratory Methods in Medical Parasitology (Part 2. Blood Parasites)	May 12-23.
Syphilis Serology Standardization Programs	May 12-23.
Environmental Control of Communicable Diseases	May 19-23.
Techniques for Investigating Vector-Borne Diseases	May 19-23.
Venereal Disease Contact Interviewing (Los Angeles, Calif.)	May 19-23.
Laboratory Diagnosis by Serologic Methods	June 2-13.
	1969
Principles and Practice of the Analytical Chemistry of Pesticides (Part 3. Pesticide Isolation Procedures) (Perrine, Fla.)	June 2-27.
Insect and Rodent Control	June 9-20.
Training-Aids Production—Advanced	June 16-20.
Isolation of Salmonellae from Food Products and Animal Feeds	June 16-27.
Communicable Disease Control—New Techniques and Developments	June 16-July 11.
Involvement and Simulation Techniques	June 23-27.

Other Information

Courses are offered at no cost to agencies. While these courses are intended primarily for state and local health personnel and laboratory workers, a limited number of persons from governmental agencies may be accepted. Requests for course applications and specific information about course content should be addressed to the Chief, Training Program, National Communicable Disease Center, 1600 Clifton Road NE., Atlanta, Ga. 30333. Information about Atlanta and the National Communicable Disease Center will be furnished with notification of acceptance.

National Center for Radiological Health

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

Description

The Public Health Service, through its National Center for Radiological Health, Rockville, Md., offers the following courses to professional health personnel primarily concerned with the control of radiation hazards. The courses, which are designed to provide participants with the knowledge and competency needed in radiological health programs, are presented at the Center's four laboratories and at selected field locations.

Courses scheduled at Rockville, Md.

Title	*Date* 1968
Medical X-ray Protection	July 22–Aug. 2.
Introduction to Automatic Data Processing Systems	Aug. 26–Aug. 30.
Basic Radiological Health	Oct. 14–Oct. 25.
Occupational Radiation Protection	Oct. 28–Nov. 8.
Radiological Health for X-ray Technologists	Dec. 16–Dec. 20.
	1969
Introduction to Automatic Data Processing Systems	Jan. 20–Jan. 24.
Basic Radiological Health	Feb. 24–Mar. 7.
Medical X-ray Protection	Mar. 10–Mar. 24.
Occupational Radiation Protection	Mar. 24–Apr. 4.
Reactor Safety and Hazards Evaluation	Apr. 14–Apr. 25.
	1969
Radiological Health for Nurses	May 5–May 9.
Basic Radiological Health	June 2–June 13.

Courses scheduled at Winchester, Mass.

	1968
Operational Aspects of Radiation Surveillance	July 8–July 19.
Management of Radiation Accidents	July 29–Aug. 2.
Basic Radiological Health	Sept. 16–Sept. 27.
Radionuclide Analysis by Gamma Spectroscopy	Oct. 14–Oct. 25.
Radiological Health for X-ray Technologists	Nov. 4–Nov. 8.
Measurment of Airborne Radioactivity	Nov. 18–Nov. 22.
Chemical Analysis of Environmental Radionuclides	Dec. 9–Dec. 20.
	1969
Basic Radiological Health	Jan. 13–Jan. 24.
Radionuclide Analysis by Gamma Spectroscopy	Apr. 14–Apr. 25.
Occupational Radiation Protection	June 2–June 13.
Radionuclide Analysis by Gamma Spectroscopy	June 23–July 4.

Courses scheduled at Las Vegas, Nev.

Title	*Date*
	1968
Basic Radiological Health	Aug. 12–Aug. 23.
Occupational Radiation Protection	Sept. 30–Oct. 11.
Basic Radiological Health	Oct. 21–Nov. 1.
	1969
Occupational Radiation Protection	Jan. 13–Jan. 24.
Basic Radiological Health	Feb. 3–Feb. 14.
Radionuclide Analysis by Gamma Spectroscopy	Feb. 24–Mar. 7.
Basic Radiological Health	Apr. 14–Apr. 25.
Medical X-ray Protection	Apr. 28–May 9.

Courses scheduled at Montgomery, Ala.

	1968
Basic Radiological Health	July 15–July 26.
Occupational Radiological Health	Sept. 9–Sept. 20.
Medical X-ray Protection	Sept. 23–Oct. 4.
Management of Radiation Accidents	Dec. 9–Dec. 13.
	1969
Basic Radiological Health	Jan. 6–Jan. 17.
Operational Aspects of Radiation Surveillance	Feb. 3–Feb. 14.
Occupational Radiation Protection	Feb. 24–Mar. 7.

Courses scheduled at other locations

Title	*Location*	1969
Basic Radiological Health	Albany, N.Y.	Apr. 28–May 9.
Basic Radiological Health	Austin, Tex.	May 12–May 23.

Who May Attend

Because of the technical nature of the courses, participants should have at least a baccalaureate degree in one of the sciences or its equivalent. Exceptions are made for courses designed for specific technical groups.

Other Information

Courses are offered at no cost to agencies.

Requests for course applications and specific information concerning course content should be addressed to the Chief, Training and Manpower Development Program, National Center for Radiological Health, Rockville, Md. 20852. Phone code 14, extension 68187, 496–8187.

National Center For Air Pollution Control

COURSES AVAILABLE

Title	*Length of Course*
Atmospheric Survey (401)	2 weeks.
Source Sampling for Atmospheric Pollutants (402)	1 week.
Technical Orientation in Air Pollution (403)	2–5 days.
Source Sampling Techniques (404)	1 week.
Sampling and Identification of Aero Allegens (405)	Do.
Medical and Biological Aspects of Air Pollution (407)	Do.
Analysis of Atmospheric Organics (408)	Do.
Analysis of Atmospheric Inorganics (409)	Do.
Meteorological Aspects of Air Pollution (411)	Do.
Control of Particulate Emissions (413)	Do.
Control of Gaseous Emissions (415)	Do.
Orientation in Air Pollution (416)	½–1 day.
Air Pollution Microscopy (420)	1 week.
Design of Source Sampling Trains (421)	Do.
Elements of Air Quality Management (422)	Do.
Diffusion of Air Pollution—Theory and Application (423)	Do.
Community Air Pollution (424)	Do.
Legal Aspects of Air Pollution (425)	Do.
Air Pollution Data Evaluation (426)	Do.
Combustion Evaluation—Sources and Control Devices (427)	Do.
Public Information and Community Relations (428)	Do.
Gas Chromatographic Analysis of Air Pollutants (429)	Do.
Community Air Pollution II (430)	Do.
Air Pollution Control Technology (431)	Do.
Special Topics in Air Pollution Microscopy (432)	Do.
Atmospheric Sampling (435)	Do.
Visible Emissions Evaluation (439)	3 days.
Special Topics in Air Quality Management (440)	2–5 days.
Special Topics in Process Evaluation and Control (441)	Do.
Special Topics in (Atmospheric) Sampling and Analysis (442)	Do.
Special Topics in Field Studies (443)	Do.

Description

The Public Health Service, through its National Center for Air Pollution Control, offers the above listed courses to personnel primarily concerned with the control of our nation's air quality. The courses are designed to accomplish specific objectives for specific participant groups. Some courses are presented at Training Program Headquarters in Durham, N.C.; others are presented at various locations throughout the country, depending on current needs.

Who May Attend

Enrollment is open to those interested in or having responsibility for air pollution control. Education, experience and course prerequisites vary from course to course. Applications are honored on a first-come, first-served basis upon receipt of formal application.

Other Information

Courses are offered on a tuition-free basis.

Requests for course applications and specific information concerning schedule and content should be addressed to the Chief, Training Program, National Center for Air Pollution Control, 411 West Chapel Hill Street, Durham, N.C. 27701. (919) 688–8136.

National Center for Urban and Industrial Health

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

Description

The Public Health Service offers courses for scientists and engineers in the sanitary engineering aspects of occupational health, water supply and sea resources, injury control, environmental sanitation, solid wastes, and computational analysis. They are designed to provide knowledge and competency in the newest preventive and control developments in these areas.

CHRONOLOGICAL SCHEDULE OF COURSES
FISCAL YEAR 1969

National Center for Urban and Industrial Health, Cincinnati, Ohio

Elements of Solid Waste Management (655)	Aug. 19–23, 1968.
Statistical Method-Evaluation and Quality control for the Laboratory (751)	Aug. 26–30, 1968.
Milk Pasteurization Controls and Tests (302)	Sept. 9–13, 1968.
Principles of Accidental Injury Control (475)	Sept. 9–13, 1968.
Nursing Practices and Occupational Mental Health (532) (1st session) Indianapolis, Ind.	Sept. 16–20, 1968.
Basic Environmental Statistics (801)	Sept. 16–20, 1968.
Methods and Practices for Water Laboratory Survey Officials (242)	Sept. 16–20, 1968.
Industrial Hygiene Engineering (501)	Sept. 16–27, 1968.
Laboratory Analysis of Milk and Milk Products I (300)	Sept. 23–27, 1968.
Incineration—Principles of Design and Operation (675)	Sept. 30–Oct. 2, 1968.

Environmental Statistics—Design of Experiment (802)	Oct. 14–18, 1968.
Methods and Practices for State Milk Laboratory Survey Officers (303)	Oct. 21–25, 1968.
Solid Waste Handling—Field Evaluation (665)	Oct. 28–Nov. 1, 1968.
Special Analytical Techniques in Occupation Health (523)	Oct. 28–Nov. 1, 1968.
Safety in the Laboratory (480)	Nov. 11–15, 1968.
Nursing Practices and Occupational Mental Health (532) (2d session) Indianapolis, Ind.	Nov. 13–15, 1968.
Heat Stress—Evaluation and Control (505)	Nov. 18–22, 1968.
Laboratory Instrumentation and Quality Control (750)	Nov. 18–22, 1968.
Laboratory Analysis of Milk and milk Products II (365)	Nov. 19–22, 1968.
Administration and Supervision of an Occupational Health Nursing Service (533) (1st session)	Dec. 2–6, 1968.
Environmental Statistics—Nonparametric (804)	Dec. 2–6, 1968.
Sanitary Landfill—Principles of Design and Operation (670)	Dec. 2–6, 1968.
Generating Community Action (420)	Dec. 2–6, 1968.
Industrial Hygiene Engineering (501)	Dec. 9–20, 1968
Statistical Method-Evaluation and Quality Control for the Laboratory (751)	Jan. 6–10, 1969.
Urban Noise—Effects, Evaluation and Control (544)	Jan. 13–17, 1969.
Microbiology of Drinking Water (240)	Jan. 20–24, 1969.
Elements of Solid Waste Management (655)	Jan. 20–24, 1969.
Industrial Hygiene Chemistry (502)	Jan. 20–31, 1969.
Residual Analysis of Foods (311)	Jan. 27–31, 1969.
Milk Pasteurization Controls and Tests (302)	Feb. 12–14, 1969.
Principles of Accidental Injury Control (475)	Feb. 10–14, 1969.
Administration and Supervision of an Occupational Health Nursing Service (533) (2d session)	Feb. 17–19, 1969.
Dust Evaluation Techniques (512)	Feb. 24–28, 1969.
Incineration—Principles of Design and Operation (675)	Feb. 24–28, 1969.
Environmental Statistics—Analyzing Qualitative Data (806)	Mar. 3–7, 1969.
Institutional Sanitary Food Service (330)	Mar. 10–14, 1969.
Shellfish Growing Area Survey Procedures (225) Dauphin Island, Ala.	Mar. 10–14, 1969.
Industrial Hygiene Engineering (501)	Mar. 10–21, 1969.
Occupational Health Nursing Practices and Chronic Disease Control (535) (1st session)	Mar. 24–28, 1969.
Elements of Solid Waste Management (655)	Mar. 24–28, 1969.
Chromatographic Analysis of Environmental Contaminants (316)	Mar. 24–28, 1969.
Safety in the Laboratory (480)	Apr. 7–11, 1969.
Sanitary Landfill—Principles of Design and Operation (670)	Apr. 14–18, 1969.
Food Microbiology (310)	Apr. 14–25, 1969.
Generating Community Action (420)	Apr. 21–25, 1969.
Ergonomics (543)	Apr. 28–May 2, 1969.
Solid Waste Handling—Health and Safety (660)	May 5–8, 1969.
Administrative Aspects of Food Protection Programs (314)	May 12–16, 1969.
Basic Environmental Statistics (801)	May 19–23, 1969.

Laboratory Instrumentation and Quality Control (750)	May 19–23, 1969.
Occupational Health Nursing Practices and Chronic Disease Control (535) (2d session)	
Statistical Method-Evaluation and Quality Control for the Laboratory (751)	May 26–30, 1969.
Technology of Food Protection (374)	June 2–6, 1969.
Environmental Statistics—Sample Size Determination (815)	June 9–13, 1969.
Environmental Statistics--Applied Regression Analysis (810)	June 23–27, 1969.

DATES FOR THE FOLLOWING COURSES TO BE ANNOUNCED

Sanitary Control of Shellfish (221).
Shellfish Patrol Activities (222).
Administrative Aspects of Shellfish Sanitation (223).
Chemical Examination of Drinking Water (241).
Membrane Filter Techniques for the Bacteriological Examination of Drinking Water (245).
Chemical Chromatography (248).
Rare Organics in Drinking Water (249).
Unit Processes—Water Plant Operation (258).
Recent Developments in Water Plant Design (259).
Current Concepts in Food Protection (315).
Hospital Food Protection (333).
Sanitary Food Service (335).
Grade "A" Pasteurized Milk and Milk Products (363).
Egg Pasteurization Procedures (370).
Basic Housing and Inspection (381).
Individual Water Supply and Sewage Disposal Systems (382).
Environmental Health Practice—Recreational Areas (383).
Orientation in Injury Control (401).
Introduction to Accidental Injury Control Programs (403).
Orientation in Occupational Health (509).
Electromagnetic Sectrum (521).
Environmental Solid Waste Orientation (650).
Composting Methods (680).
Environmental Statistics—Applied Probability (800).
Environmental Statistics—Survey Sampling (820).
Fundamentals of Data Processing (821).
Algebraic Compilers (822).
Assembly Language for the Honeywell–400 Computer (823).
Assembly Language for the IBM–1130 Computer—The IBM–1130 Disk Monitor System (824).
COBOL for the Honeywell–400 Computer (825).
Automatic Data Processing for Environmental Science Managers (827).
PERT for Environmental Science Managers (829).
Computational Analysis Technics for Managers (897).
Computer Sciences Seminars (898).
Mathematical Science Seminars (899).
Rat Control in the Urban Environment (905).
Rat Prevention and Abatement in the Urban Environment (906).

Other Information

These courses are offered at no cost to agencies. Although they are intended primarily for training State and local health officials, a limited number of persons from Government agencies are accepted. Complete descriptions of the courses are given in the Training Program Bulletin, a copy of which will be sent on request to: Chief, Training Program, National Center for Urban and Industrial Health, 222 East Central Parkway, Cincinnati, Ohio 45202. Application for a course should be made at least 4 weeks prior to the beginning date.

Appendix

Annual Calendar of Interagency Training Programs
Fiscal Year 1969

Course Date	*Course Title*	*Course No.*
	JULY 1968	
8–12	Introduction to Personnel Management	CS–6002–PER
15–16	Conduct of Hearings Involving Adverse Actions or Discrimination.	CS–3013–PER
22–26	Basic Employee-Management Relations	CS–3003–PER
22–26	Position Classification and the Management Process.	CS–0001–PER
	AUGUST 1968	
5–9	Basic Staffing and Placement	CS–1000–PER
7–9	Organization Theory	CS–6013–PER
12–14	Investigation of Complaints of Discrimination	CS–3011–PER
12–16	Workshop in Equal Employment Opportunity for Contract Compliance Specialists.	CS–3014–PER
12–30	Principles and Practices of Auditing in the ADP Systems Environment.	CS–8629–MID
19–20	Management Introduction to Automatic Data Processing.	CS–8633–ADP
19–22	Training Institute for Recruiters	CS–1006–PER
19–23	Basic Employee Development	CS–2007–PER
21–23	Seminar in ADP for Training Directors	CS–8615–ADP
26	Introduction to Science and Engineering in Government.	CS–7754–MID
26–30	Introduction to Personnel Management	CS–6002–PER
	SEPTEMBER 1968	
5–6	Executive Seminar in Automatic Data Processing.	CS–8603–EXM
9–10	Executive Seminar in Operations Research	CS–8601–EXM
9–27	Principles and Practices of Auditing in the ADP Systems Environment.	CS–8629–MID
9–13	Position Classification and the Management Process.	CS–0001–PER
10	The Role of the Manager in Occupational Mental Health.	CS–3017–PER
10–12	Decision Logic Table Workshop	CS–8636–ADP
16	Management Institute for Supervisory Scientists and Engineers.	CS–7753–MID

SEPTEMBER 1968—Continued

Course Date	*Course Title*	*Course No.*
16–18	Negotiating and Implementing Agreements (E. O. 10988).	CS–3001–PER
16–20	Supervisory Principles	VA–01–SPV
16–20	Automatic Data Processing Orientation	CS–8604–MID
16–20	Management of America's Water Resources: Problems-Programs-Planning (An Institute in Intergovernmental Relations).	CS–7533–EXM
16–20	Basic Staffing and Placement	CS–1000–PER
18–20	Personnel Management for Managers	CS–6011–PER
18–27	Better Office Skills and Service	CS–9005–ADM
23–27	Systems Analysis for Computer Programmers	CS–8624–ADP
24–Dec. 3	Mathematics for Managers	CS–7503–EXM
25–Nov. 13	Automatic Data Processing Systems Analysis Seminar.	CS–8605–MID
26–27	Executive Seminar in Management Information Theory.	CS–7510–EXM
25–27	Operations Research Orientation	CS–8619–MID
25–27	Program Planning and Execution: Equal Employment Opportunity.	CS–3005–PER
26	The Federal Equal Employment Opportunity Program and the Community.	CS–3006–PER
September	First Aid	IN–01–HIS
September	Management Intern Lecture and Seminar Program.	CS–7755–MID
September	Supervision and Group Performance	CS–7000–SPV
September	Behavioral Foundations of Management	HE–7700–MID

OCTOBER 1968

Course Date	*Course Title*	*Course No.*
1	Personnel Management for Personnel Specialists.	CS–6008–PER
2–4	Management Principles	VA–01–MID
7–8	Management Introduction to Automatic Data Processing.	CS–8633–MID
7–9	Management Principles	VA–01–MID
7–9	Management and the Negotiated Agreement	CS–3009–PER
7–11	Finance in Agency Management	CS–8302–FIN
7–11	Basic Employee-Management Relations	CS–3003–PER
7–25	Principles and Practices of Auditing in the ADP Systems Environment.	CS–8629–MID
9–11	Seminar on Automatic Data Processing in Personnel Management.	CS–8609–ADP
9–18	Better Office Skills and Service	CS–9005–ADM
9, 16, 23, 30	Applications of Operations Research for Executives.	CS–7534–EXM
10, 11, 17, 18	Techniques and Methods of Operations Research Workshop.	CS–8620–MID
14–18	Supervisory Principles	VA–01–SPV
14–18	Management of Scientific and Engineering Organizations.	CS–7501–EXM

OCTOBER 1968—Continued

Course Date	*Course Title*	*Course No.*
14–18	Systems Workshop for Computer Specialists (Phase I).	CS–8635–ADP
14–18	Workshop in Equal Employment Opportunity for Contract Compliance Specialists.	CS–3014–PER
14–25	Instructor Training Course	CS–2005–PER
15	Ideas and Authors—Social Sciences	CS–6012–PER
16–18	The Role of the Federal Manager in Equal Employment Opportunity.	CS–3004–PER
21–23	Position Management	CS–0002–PER
21–25	Executive Workshop in ADP Programming	CS–8622–EXM
21–Nov. 15	Editorial Planning for Printing Production	LP–01–SPP
28–29	Executive Seminar in Management Reporting Systems.	CS–7511–EXM
28–Nov. 1	State Government and Administration—Programs-Problems-Planning.	CS–7508–EXM
30–Nov. 1	Personnel Management for Supervisors	CS–6010–PER
30–Nov. 8	Better Office Skills and Service	CS–9005–ADM
October	Ideas and Authors—Metropolitan Problems	CS–7514–EXM
October	Urban Travel Forecasting Course	TD–03–SPP
October	Basic Analysis	HE–01–MAN

NOVEMBER 1968

4–8	Effective Communication for Personnel Specialists.	CS–6015–PER
4–8	Advanced Staffing and Placement	CS–1005–PER
4–8	Advanced Systems Technology for ADP Systems Analysts.	CS–8626–ADP
4–22	Principles and Practices of Auditing in the ADP Systems Environment.	CS–8629–MID
6–8	Seminar on ADP in Financial Management	CS–8316–FIN
13–15	Supervision and the Negotiated Agreement	CS–3008–PER
14–15	Executive Seminar in Statistical Science for Management.	CS–7509–EXM
14–15	Conduct of Hearings Involving Adverse Actions or Discrimination.	CS–3013–PER
18–20	Executive Workshop in ADP Systems Analysis.	CS–8623–EXM
18–22	Institute for Executives in Scientific Programs: Science and Government Policy.	CS07506–EXM
18–22	Advanced Employee-Management Relations	CS–3010–PER
18–22	Basic Employee Development	CS–2007–PER
19–21	Seminar in ADP Management and Administration.	CS–8627–ADP
20–22	Executive Seminar in Recruitment	CS–1008–PER
21–22	Management Introduction to Automatic Data Processing.	CS–8633–ADP
24–29	Hearing Examiners and the Regulatory Process: Current Issues, Problems and Developments.	CS07504–EXM
27–Jan. 29	Field Work Program in ADP Systems Analysis.	CS–8606–MID
November	Fellowship in Congressional Operations	CS–7750–MID

DECEMBER 1968

Course Date	*Course Title*	*Course No.*
2	Introduction to Science and Engineering in Government.	CS-7754-MID
2-6	Advanced Position Classification	CS-0004-PER
2-6	The Metropolitan Area—Problems-Programs-Planning (An Institute in Intergovernmental Relations).	CS-7520-EXM
2-13	Systems Workshop For Computer Specialists (Phase II).	CS-8635-ADP
2-20	Principles and Practices of Auditing in the ADP Systems Environment.	CS-8629-MID
4-6	Seminar on Automatic Data Processing in Technical Information Systems.	CS-8613-ADP
4-13	Better Office Skills and Service	CS-9005-ADM
9-11	The Manager's Role in Employee Development.	CS-2010-PER
11-13	Investigation of Complaints of Discrimination	CS-3011-PER
12-13	Executive Seminar in Interagency Management Information Systems.	CS-7512-EXM
16-18	Seminar on Automatic Data Processing in Supply Management.	CS-8634-ADP
December	Ideas and Authors—Management and Organization.	CS-7758-EXM

JANUARY 1969

6	Management Institute for Supervisory Scientists and Engineers.	CS-7753-MID
6-9	Training Institute for Recruiters	CS-1006-PER
6-10	Supervisory Principles	VA-01-SPV
6-24	Principles and Practices of Auditing in the ADP Systems Environment.	CS-8629-MID
8	Managerial Course	CM-01-MID
8-10	Psychology and the Management of Human Resources.	CS-6016-PER
8-17	Better Office Skills and Service	CS-9005-ADM
9-10	Management Introduction to Automatic Data Processing.	CS-8633-ADP
13-15	Seminar in Labor-Management Relations	CS-3007-PER
13-17	Federal-State-Local Administration of Public Health Programs: An Institute in Intergovernmental Relations.	CS-7505-EXM
13-17	Programmed Instruction: Applications for Government Training.	CS-2003-PER
13-17	Workshop in Equal Employment Opportunity for Contract Compliance Specialists.	CS-3014-PER
14	Applying Behavioral Science Research to Personnel Management.	CS-3018-PER
14-16	Decision Logic Table Workshop	CS-8636-ADP
20-21	Executive Seminar in Automatic Data Processing.	CS-8603-EXM

JANUARY 1969—Continued

Course Date	*Course Title*	*Course No.*
27–29	Position Classification for Managers	CS–0003–PER
27–31	Legislative Operations Roundtable for Executives.	CS–7502–EXM
27–31	Management of Personnel Functions	CS–6006–PER
27–31	Systems Analysis for Computer Programmers	CS–8624–ADP
29	Managerial Course	CM–01–MID
30–31	Executive Seminar in Management Information Theory.	CS–7510–EXM
January	Urban Travel Forecasting Course	TD–03–SSP
January	Effective Administration of the Contact for Marginally Punched Continuous Forms.	LP–02–SPP
January	Ideas and Authors—Science and Government	CS–8000–EXM

FEBRUARY 1969

3–4	Executive Seminar in Operations Research	CS–8601–EXM
3–7	Position Classification and the Management Process.	CS–0001–PER
3–20	Principles and Practices of Auditing in the ADP Systems Environment.	CS–8629–MID
4	Personnel Management for Personnel Specialists.	CS–6008–PER
5–7	Personnel Management for Managers	CS–6011–PER
5–14	Better Office Skills and Service	CS–9005–ADM
5, 6, 12, 13	Techniques and Methods of Operations Research Workshop.	CS–8620–MID
5–Mar 26	Automatic Data Processing Systems Analysis Seminar.	CS–8605–MID
9–10	Hearing Examiners and the Regulatory Process: Current Issues, Problems and Developments.	CS–7504–EXM
10–14	Supervision and Group Performance for the Engineer and Scientists.	CS–7008–SPV
13	Ideas and Authors—Personnel Management	CS–6001–PER
17–19	Negotiating and Implementing Agreements (E.O. 10988).	CS–3001–PER
24–25	Executive Seminar in Management Reporting Systems.	CS–7511–EXM
24–28	Advanced Employee Development	CS–2008–PER
24–28	Management of America's Water Resources: Problems-Programs-Planning (An Institute in Intergovernmental Relations).	CS–7533–EXM
24–28	Effective Communication for Personnel Specialists.	CS–6015–PER
26	Managerial Course	CM–01–MID
26–28	Seminar on Automatic Data Processing in Personnel Management.	CS–8609–ADP
26–Mar 1	Management for Supervisors	IN–01–SPV
27	The Case Method of Instruction	CS–2012–PER
February	Ideas and Authors—Public Issues and Problems.	CS–7513–EXM

MARCH 1969

Course Date	*Course Title*	*Course No.*
3–7	Personnel Program Direction	CS–6007–PER
3–7	Management of Scientific and Engineering Organizations.	CS–7501–EXM
3–7	Executive Workshop in ADP Programing	CS–8622–EXM
3–21	Principles and Practices of Auditing in the ADP Systems Environment	CS–8629–MID
5, 12, 19, 26	Applications of Operations Research for Executives.	CS–7534–EXM
5–13	Better Office Skills and Service	CS–9005–ADM
6–7	Conduct of Hearings Involving Adverse Actions or Discrimination.	CS–3013–PER
10–14	Automatic Data Processing Orientation for Management Interns.	CS–8617–MID
10–14	Basic Staffing and Placement	CS–1000–PER
11–13	Decision Logic Table Workshop	CS–8636–ADP
17, 18	Better Letter Refresher	VA–02–COM
17–19	Management and the Negotiated Agreement	CS–3009–PER
17–21	Systems Workshop for Computer Specialists	CS–8635–ADP
17–Apr. 10	Editorial Planning for Printing Production	LP–01–SPP
18	Managerial Course	CM–01–MID
24–25	Management Introduction to Automatic Data Processing.	CS–8633–MID
24–26	Operations Research Orientation	CS–8619–MID
24–28	Management Development: Principles and Methods.	CS–2009–PER
24–28	An Institute in the Legislative Function	CS–7752–MID
24–28	Advanced Systems Technology for ADP Systems Analysts.	CS–8626–ADP
25–29	Management for Supervisors	IN–01–SPV
26–28	Position Management	CS–0002–PER
26–28	Personnel Management for Supervisors	CS–6010–PER
26–28	Seminar on ADP in Financial Management	CS–8316–FIN
31–Apr. 1	Training Institute for Recruiters of Clerical Personnel.	CS–1009–PER
March	Operations Research	HE–07–MID

APRIL 1969

1–2	Executive Seminar in Interagency Management Information Systems.	CS–7512–EXM
3, 4, 10, 11	Techniques and Methods of Operations Research Workshop.	CS–8620–MID
7–11	Advanced Staffing and Placement	CS–1005–PER
7–11	Supervisory Principles	VA–01–SPV
8–June 17	Mathematics for Managers	CS–7503–EXM
7–11	Systems Analysis for Computer Programmers	CS–8624–ADP
8–17	Better Office Skills and Service	CS–9005–ADM
9–May 28	Field Work Program in ADP Systems Analysis	CS–8606–MID
14	Introduction to Science and Engineering in Government.	CS–7754–MID

APRIL 1969—Continued

Course Date	*Course Title*	*Course No.*
14–15	Manpower Utilization	CS–7759–PER
14–16	Executive Workshop in ADP Systems Analysis.	CS–8623–EXM
14–18	Workshop in Equal Employment Opportunity for Contract Compliance Specialist.	CS–3014–PER
15	Managerial Course	CM–01–MID
16–18	Management Principles	VA–01–MID
16–18	Investigation of Complaints of Discrimination	CS–3011–PER
21–22	Management Introduction to Automatic Data Processing.	CS–8633–ADP
21–23	Supervision and the Negotiated Agreement	CS–3008–PER
21–25	Executive Programs and the Courts	CS–7518–EXM
21–May 2	Instructor Training Course	CS–2005–PER
23–25	Seminar on Automatic Data Processing in Technical Information Systems.	CS–8613–ADP
23–25	Seminar on Automatic Data Processing in Technical Information Systems.	CS–8613–ADP
28–May 2	Effective Communication for Personnel Specialists.	CS–6015–PER
28–May 16	Principles and Practices of Auditing in the ADP Systems Environment.	CS–8629–MID
29–May 1	Seminar in ADP Management and Administration.	CS–8627–ADP
30–May 2	The Role of the Manager in Staffing	CS–1002–PER
April	Retirement Planning Program	TR–01–PER

MAY 1969

Course Date	*Course Title*	*Course No.*
1–2	Annual Conference on Employment of the Handicapped.	DL–01–PER
4–9	Hearing Examiners and the Regulatory Process: Current Issues, Problems, and Developments.	CS–7504–EXM
5–9	Automatic Data Processing Orientation	CS–8604–MID
5–16	Systems Workshop for Computer Specialists (Phase II).	CS–8635–ADP
6–15	Better Office Skills and Service	CS–9005–ADM
7–9	The Sociology of Work	CS–6014–PER
12	Management Institute for Supervisory Scientists and Engineers.	CS–7753–MID
12–13	Executive Seminar in Statistical Science for Management.	CS–7509–EXM
12–16	Adverse Actions	CS–3012–PER
12–16	Finance in Agency Management	CS–8302–FIN
12–16	Advanced Position Classification	CS–0004–PER
19–23	Legislative Operations Roundtable for Executives.	CS–7502–EXM
21–23	Human Dimension of Planning for Change	CS–6005–PER
21–23	Seminar on Automatic Data Processing in Supply Management.	CS–8634–ADP
26–28	The Role of the Federal Manager in Equal Employment Opportunity.	CS–3004–PER
May	Urban Travel Forecasting Course	TD–03–SPP

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2–6	Institute for Executives in Scientific Programs: Science and Government Policy.	CS–7506–EXM
2–6	Federal-State-Local Administration of Public Health Programs: An Institute in Intergovernmental Relations.	CS–7505–EXM
2–20	Principles and Practices of Auditing in the ADP Systems Environment.	CS–8629–MID
3–5	Decision Logic Table Workshop	CS–8636–ADP
3–12	Better Office Skills and Service	CS–9005–ADM
4–6	Program Planning and Execution: Equal Employment Opportunity.	CS–3005–PER
9–13	Systems Analysis for Computer Programmers	CS–8624–ADP
16–18	The Role of the Manager in Performance Evaluation.	CS–3002–PER
16–20	Scientific and Technical Applications of Automatic Data Processing: A Survey.	CS–8618–MID
23–27	Management of America's Water Resources: Problems-Programs-Planning (An Institute in Intergovernmental Relations).	CS–7533–EXM
23–27	An Institute in the Legislative Functions	CS–7752–MID
24	Managerial Course	CM–01–MID

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AIR FORCE, Department of the	
Advanced Employee and Career Development Course	AF–09–PER
Advanced Placement and Employee-Management Relations	AF–06–PER
Basic Placement and Employee-Management Relations Course.	AF–05–PER
Basic Classification and Wage Administration Course	AF–02–PER
Civilian Personnel Officer Course	AF–01–PER
Fundamentals of Employee and Career Development Course.	AF–08–PER
Human Relations for the Air Force Manager	AF–01–MID
Management Course for Supervisors	AF–01–SPV
Program Management Course	AF–10–PER
ARMY, Department of the	
Advanced Position and Pay Management Course	AR–06–PER
Personnel Management for Executives	AR–02–PER
Civilian Personnel Officers Course	AR–01–PER
Introduction to Civilian Personnel Management	AR–04–PER
Position and Pay Management Course	AR–05–PER
Recruitment and Placement Course	AR–07–PER
Training and Development Course	AR–08–PER
CIVIL SERVICE COMMISSION, United States	
Advanced Secretarial Techniques	CS–9006–ADM
Secretarial Techniques	CS–9011–ADM

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Workshop in Effective English	CS-9012-ADM
Middle Management Insttiute	CS-7751-MID
Civil Rights, Title IV, and the Federal Manager	CS-7519-EXM
Law Office Management Seminar	CS-7755-MID
Management and Group Performance: An Institute for Trainers.	CS-7762-MID
Management and Group Performance	CS-7760-MID
Financial Management for Operating Executives	CS-7507-EXM
Basic Concepts in Government Operations	CS-7757-MID
Basic Management Techniques II: An Institute for Trainers.	CS-7006-SPV
Basic Management Techniques I: An Institute for Trainers.	CS-7005-SPV
Basic Management Techniques II	CS-7003-SPV
Basic Management Techniques I	CS-7002-SPV
Supervision and Group Performance	CS-7000-SPV
Supervision and Group Performance: An Institute for Trainers.	CS-7001-SPV
Management of Government Finances	CS-8301-FIN
Leadership Seminar for Supervision Attorneys	CS-7009-SPV
Managerial Economics	CS-7521-EXM
Models in Management Decision Making	CS-7526-EXM
Quarterly Conference for PPB Systems Analysts	CS-7527-EXM
Analytic Techniques for Public Managers	CS-7528-EXM
Cost/Benefit Workshop	CS-8312-MAN
An Introduction to Cost Analysis	CS-7530-MAN
A Planning, Programming, Budgeting Seminar	CS-8303-FIN
Introduction to PPB	CS-8317-FIN
Information Systems for PPB	CS-8310-FIN
Financial Management for Program Administrators	CS-8315-FIN
Program Management Series	CS-7531-MAN
Current Economic Issues	CS-7532-MAN
Interviewing Techniques for Civil Rights Investigators	CS-3019-PER
Workshop for Title VI Compliance Officers	CS-3015-PER
Writing Regulations for Public Understanding	CS-9002-COM
Writing Effective Letters	CS-9003-COM
Effective Letterwriting for Management	CS-9004-COM
Workshop in Technical Writing	CS-9016-COM
Effective Briefing Techniques	CS-9014-COM
Seminar on Improving Communications with the Public	CS-9000-COM
Techniques and Methods for Improving Public Communications Training.	CS-9001-COM
Management Intern Lecture and Seminar Program	CS-7755-MID
COMMERCE, Department of	
Patent Examiners Initial Training	CM-04-SPP
Reading Improvement	CM-01-COM
Retirement Planning Seminar	CM-01-PER
Digital Computer Programming Course	CM-01-ADP

DISTRICT of COLUMBIA GOVERNMENT

Course Title	*Course No.*
Civil Defense Management	DI-01-SFP
Personal and Family Survival	DI-02-SFP
Radiological Defense Officer	DI-03-SFP
Radiological Monitor	DI-04-SFP
Radiological Monitoring for Instructors	DI-05-SFP
Medical Self-Help Training Program	DI-01-HIS
Shelter Management	DI-06-SFP
Course in Tuberculosis Control	DI-02-HIS
Off-the-Job Safety Program and Interest Areas	DI-07-SFP
Professions Disaster Training Seminar	DI-03-HIS
Construction Safety	DI-08-SFP

GENERAL SERVICES ADMINISTRATION

Defensive Driving Techniques	GS-37.03-SFP
Guard Training	GS-75.01-SFP
Shipping Household Goods	GS-91.05-SUP
Freight Loss and Damage Claims	GS-91.07-SPP
Ocean Transportation	GS-91.09-SPP
Freight Rates and Tariffs	GS-91.11-SUP
Passenger Travel Conference	GS-91.14-SPP
Space Planning and Layout	GS-72.01-SPP
Elevator Maintenance and Repair Program	GS-73.02-TRC
Refrigerator and Airconditioning	GS-73.01-TRC
National Electrical Code	GS-73.03-TRC
Telephone Equipment Management	GS-81.01-TRC
Public Utilities Service Management	GS-88.02-SUP
Public Utilities Service Procurement	GS-88.01-SUP
Technical Assistance Workshops	GS-60.02-ADP
Procurement Contracting and Policy	GS-61.01-SUP
Government Contract Administration	GS-61.02-SUP
Contracting by Formal Advertising	GS-61.03-SUP
Small Purchases	GS-61.04-SUP
Inventory Control of Supplies and Materials	GS-61.06-SUP
Economic Order Quantity Techniques	GS-61.07-SUP
Storage and Materials Handling	GS-62.01-SUP
Carrier Selection-Freight Classification	GS-91.12-SUP
Government Bills of Lading and Common Shipping Faults	GS-91.13-SUP

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Technical Assistance Workshops	GS-54.08-ADM
Technical Assistance Workshops	GS-54.01-ADM
Technical Assistance Workshops	GS-54.03-ADM
Technical Assistance Workshops	GS-54.09-ADM
Technical Assistance Workshops	GS-54.10-ADM
Technical Assistance Workshops	GS-54.06-ADM
Technical Assistance Workshops	GS-54.11-ADM
Technical Assistance Workshops	GS-54.12-ADM
Technical Assistance Workshops	GS-60.01-ADP
Technical Assistance Workshops Records Management (1A)	GS-54.07-ADM
Technical Assistance Workshops Modernizing Management Reports (5A).	GS-54.13-MAN

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Technical Assistance Workshops Form and Guide Letters (2A).	GS-55.02-COM
Technical Assistance Workshops Correspondence Management (2B).	GS-55.03-COM
Technical Assistance Workshops Directives Systems Improvement (4A).	GS-55.04-COM
Technical Assistance Workshops How to Improve Written Instructions (4B).	GS-55.05-COM
HEALTH, EDUCATION, AND WELFARE, Department of	
Seminar for Administration Secretaries	HE-11-ADM
Automatic Data Processing Orientation	HE-8600-ADP
Food and Drug Law	HE-01-HIS
Typing II	HE-02-ADM
Secretarial Development Workshop I	HE-03-ADM
Shorthand I (Review of Gregg Theory)	HE-04-ADM
Shorthand II	HE-05-ADM
Shorthand III	HE-06-ADM
English I	HE-07-ADM
English II	HE-08-ADM
English III	HE-09-ADM
English Grammar and Usage (A Higher-Level, Comprehensive Course).	HE-10-ADM
Typing I	HE-01-ADM
Reading Improvement	HE-02-COM
Effective Writing for Administrative Communications	HE-01-COM
Fundamentals of Supervision	HE-02-SPV
Management Analysis	HE-02-MAN
Instructor Training Course	HE-06-PER
Telephone Techniques	HE-03-COM
Supervision and Group Performance	HE-7000-SPV
Basic Analysis	HE-01-MAN
Behavioral Foundations of Management	HE-7700-MID
Training Program for Financial Counselors	HE-01-SPP
National Communicable Disease Center.	
National Center for Air Pollution Control.	
Urban and Industrial Health Training Program.	
INTERIOR, Department of the	
First Aid	IN-01-HIS

Course Title	*Course No.*
JUSTICE, Department of	
Supervision and Group Performance	DJ-7000-SPV
Supervisory Safety Classes	DJ-03-SFP
Correctional Orientation Training	DJ-01-SPP
Correctional Treatment Practices	DJ-02-SPP
LABOR, Department of	
Safety Training	DL-02-SFP
Supervisory Safety Training	DL-01-SFP
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Orientation for Federal Librarians	LC-01-SPP
SMALL BUSINESS ADMINISTRATION	
Management Development Program	SB-7700-MID
Instructor Training Course	SB-2000-MID
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National Aircraft Accident Investigation School FAA Academy.	TD-01-SPP
FAA Basic Investigation Course	TD-02-SPP
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Shorthand Refresher Dictation Course	TR-04-ADM
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